



Visioneer®
Patriot 680 Scanner
User's Guide

A large white logo, identical in design to the others, featuring a stylized eye within a downward-pointing chevron, set against a gray background.

visioneer



for Windows

Visioneer Patriot 680 Scanner User's Guide

FOR WINDOWS

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- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
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This equipment has been certified to comply with the limits for a class B computing device, pursuant to FCC Rules. In order to maintain compliance with FCC regulations, shielded cables must be used with this equipment. Operation with non-approved equipment or unshielded cables is likely to result in interference to radio and TV reception. The user is cautioned that changes and modifications made to the equipment without the approval of manufacturer could void the user's authority to operate this equipment.

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

TABLE OF CONTENTS

Welcome	1
What's in the Box	1
The Visioneer Patriot 680 Scanner	2
What You Need	4
Documentation	4
Installation	5
Before You Begin	5
Step 1: Assemble the Scanner	6
Step 2: Install the Software	9
Step 3: Connect the Power Supply	16
Step 4: Connect the USB Cable and Turn on the Power	17
Additional Applications for Your Scanner	22
Register Your Scanner and Check for Updates	25
Scanning	26
Load and Scan Documents	27
Check the Scan Settings Before Scanning	30
Scan from the Flatbed Glass	31
Scan from the OneTouch Button Panel	33
Using the OneTouch Button Panel	35
The Default OneTouch Settings on Your Scanner	38
Configuring the OneTouch Buttons	39
About the OneTouch Properties Window	40
Selecting New Settings for a Button	43
Setting Destination Application Properties	45
Selecting Page Format Options	53
Renaming a OneTouch Button	58
Selecting Options for a Button	58
Creating a New Scan Configuration	63

Editing or Deleting Scan Configurations	77
Configuring Before Scanning	78
Scanning with Optical Character Recognition (OCR)	80
Scanning with sPDF or nPDF and Searching for Text	89
Scan and Burn to a CD	92
Scanning with Event Forwarding	94
Creating an HTML Web Page from Your Scanned Documents	96
Transferring Scanned Documents to Storage	98
Checking the Hardware and Setting the Lamp	
Power Saving Feature	104
Scanning with the TWAIN Interface	107
The Two TWAIN Interface Options	108
Scanning from the TWAIN Basic Interface	109
Scanning from the TWAIN Advanced Interface	111
Adjusting the Image with the Advanced Interface	114
Adjusting the Resolution	116
Adjusting the Brightness and Contrast	118
Adjusting Gamma, Saturation, and Color Hue	119
Adjusting Input Size	120
Creating a New Advanced Interface Profile	123
Display the Device Configuration	124
Scanning with the Windows Image Acquisition	125
Scanning with the ISIS Interface	130
Adjusting the ISIS Scan Settings	132

Maintenance	136
Cleaning the Automatic Document Feeder	136
Clearing Paper Jams	137
Replacing the ADF Pad Assembly	138
Troubleshooting	140
Status Light Troubleshooting Codes	142
Uninstalling Your Scanner	143
To Install Another Driver	144
Vioneer Patriot 680 Scanner Specifications	145
Vioneer Patriot 680 Scanner Parts List	146
Index	147

WELCOME

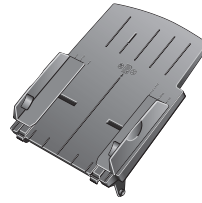
Your new Visioneer Patriot 680 scanner can quickly scan single-sided or double-sided stacks of color and black-and-white documents, up to 8.5" x 14", and place their images on your computer.

WHAT'S IN THE BOX

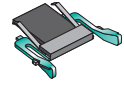
Before proceeding, check the contents of the box. If items are missing or damaged, contact the dealer where you purchased the scanner.



Visioneer Patriot 680 Scanner



Paper Tray



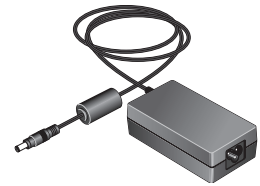
Replacement ADF Pad



USB Cable



Power Cord



Power Supply



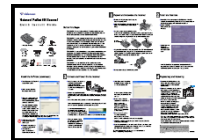
Two CDs
Disc 1 and Disc 2



User
Guide



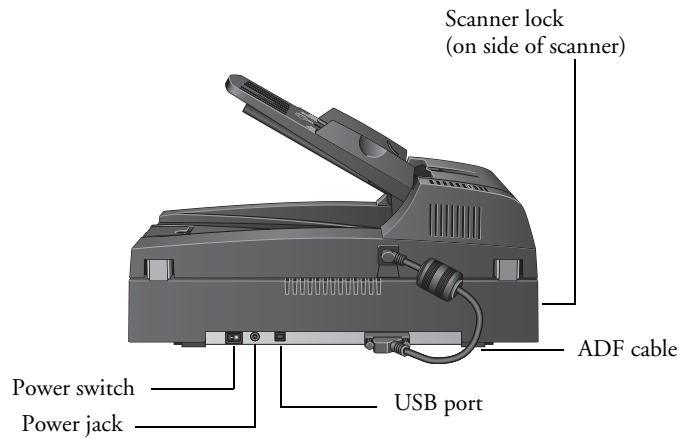
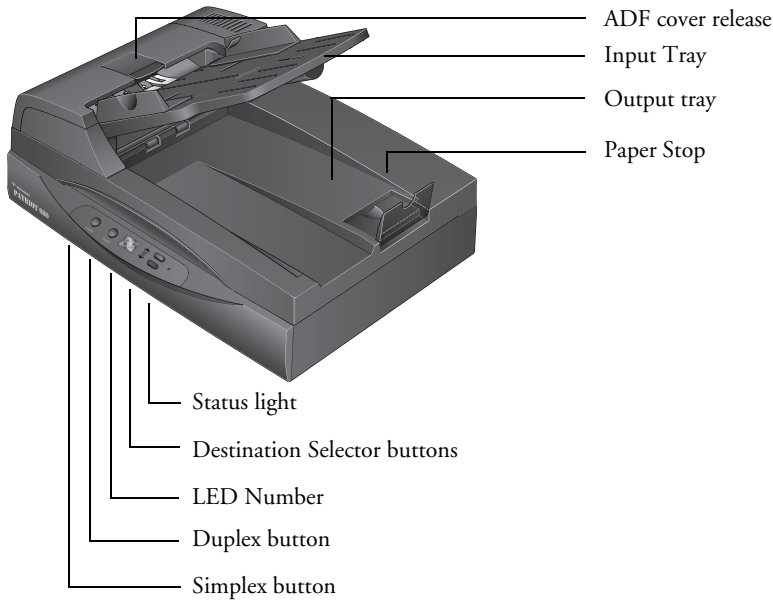
Buttons
Label



Quick Install Guide and Technical
Support Card



THE VISIONEER PATRIOT 680 SCANNER



ADF cover release—Opens the cover on the ADF.

Input tray—Holds documents in place. Paper guide on the input tray adjusts to fit the document width.

Output tray—Holds documents after being scanned through the Automatic Document Feeder (ADF).

Paper Stop—Keeps scanned documents on the output tray.

Status light—Shows the scanner's status. A steady green light indicates the scanner is available to scan. A rapidly flashing green light indicates the scanner is preparing to scan or scanning. Refer to the Troubleshooting section for additional details.

Destination Selector buttons—Selects the scan setting for the Simplex and Duplex buttons. Press to cycle through the settings.

LED Number—Shows the current scan setting for the Simplex and Duplex scanning buttons. A scan setting includes resolution, file type, brightness, color or black and white, destination, and so on.

Duplex button—Press to scan a two-sided document.

Simplex button—Press to scan a one-sided document.

Scanner lock—Locks the scanner's scan head in place to protect it. Push the lock tab down to unlock the lock. The scanner must be unlocked to scan. Always lock the scanner before moving it.

ADF cable—Connects the ADF to the scanner body. The cable provides power to the ADF and must be plugged in for it to operate.

Power switch—On/Off power switch.

Power jack—Connects the power cord to the scanner.

Universal Serial Bus (USB) port—Connects the scanner to the computer.

WHAT YOU NEED

An IBM-compatible Pentium PC, or AMD equivalent with:

- A CD-ROM drive
- An available Universal Serial Bus (USB) port
- Microsoft® Windows® operating system: 2000 (Service Pack 4) or XP (Service Pack 1 and 2)
- A minimum of 512 MB (megabytes) of internal memory (RAM)
- 200 MB minimum of free hard disk space

A VGA or SVGA Monitor

The recommended settings for your monitor are:

- High Color (16-bit) or True Color (24-bit or 32-bit)
- Resolution set to at least 800 x 600 pixels

To set your monitor's colors and resolution:

- Open the Windows Control Panel
- Double-click on **Display** then select the **Settings** tab

DOCUMENTATION

The following documentation is provided with your scanner:

- Quick Install Guide—Abbreviated installation instructions.
- Visioneer Patriot 680 Scanner User's Guide—On the Installation CD; contains detailed installation, scanning, configuration, and maintenance information.
- Online Help—For the scanner configuration, TWAIN and WIA interfaces.

Installation

Installation is a quick, four-step process:

1. Assemble the scanner
2. Install the software
3. Connect the power supply
4. Connect the USB cable and turn on the power

BEFORE YOU BEGIN

Please make sure of the following before you begin installation:

- The information in this guide may cover software not provided with the scanner you purchased. Disregard any information about the software not applicable to your chosen product. Please visit our web site at www.visioneer.com for the latest software updates for your Visioneer Patriot 680 scanner.
- If your computer has AntiVirus or AntiSpyware software running, you may see messages during installation asking you to allow the installation to proceed. Although the messages will differ based on the software your computer is running, in each case you should allow the installation to proceed. Alternatively, you can turn off the AntiVirus or AntiSpyware software before installing your scanner, but if you do, make sure to turn it back on again when installation is finished.
- If you already have a scanner connected to your computer, you need to remove its driver programs first before beginning the installation of your Visioneer Patriot 680 scanner. Please see “Uninstalling Your Scanner” on page 143 for basic instructions, or see the User’s Guide that you received with your other scanner for specific instructions.

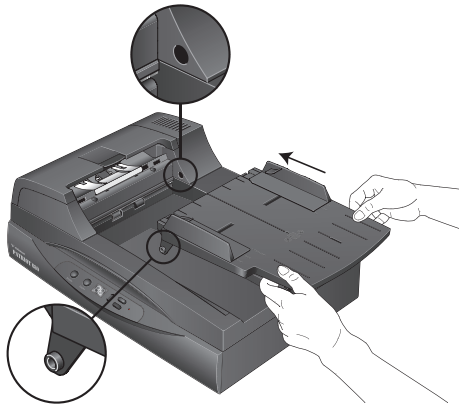
STEP 1: ASSEMBLE THE SCANNER

To assemble the scanner:

1. Remove all shipping tape from the scanner and from the Paper Tray.

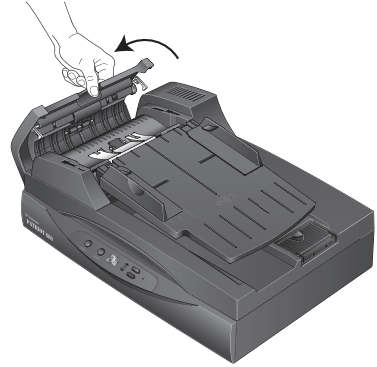
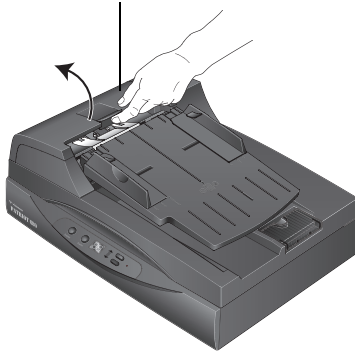


2. Slide the tray in so the pins seat into the holes on the ADF.

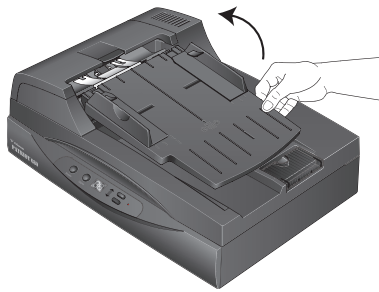


3. Carefully remove any protective foam from the ADF cover release, then press the release and open the Automatic Document Feeder cover.

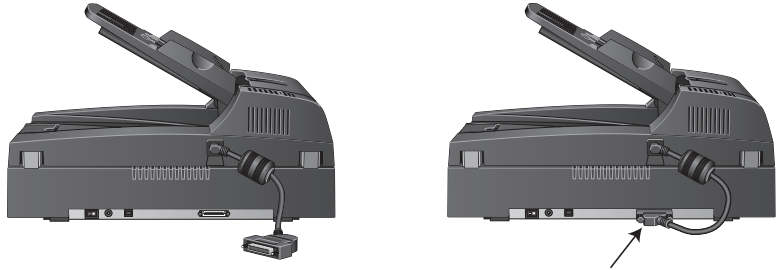
ADF Cover Release



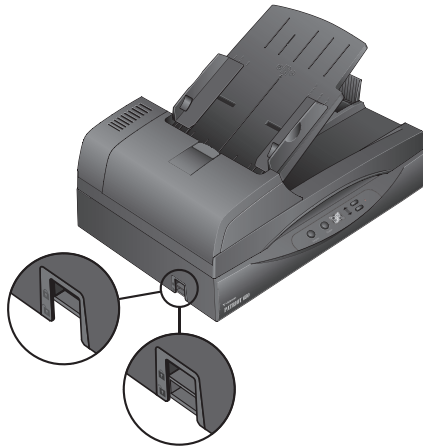
4. Carefully remove any foam particles that may have gotten inside the document feeder, and close the cover.
5. Swing the input tray up until it snaps into place.



6. Plug the ADF cable into the ADF port on the back of the scanner. Make sure the cable is plugged in securely. The ADF will not work if the cable is loose or not plugged in.



7. Push the locking tab down to the unlocked position.



Note: The locking tab protects the scanner's scan head by holding it securely in position. Lock the scanner when transporting it from one location to another, but remember to unlock it before scanning. The scanner will not scan when locked.

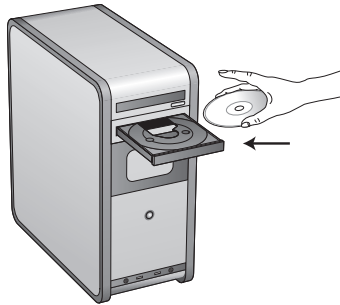
8. When you're finished assembling the scanner, place it on a level surface on your desk. If the scanner is on an uneven surface, it may stall when scanning from the Flatbed.
9. Proceed to "Step 2: Install the Software."

STEP 2: INSTALL THE SOFTWARE

Note: The software is on the two CDs you received with your scanner. Please be sure to install from **Disc 1** first.

To install the software:

1. Start Microsoft Windows and make sure no other applications are running.
2. Insert **Disc 1** into your computer's CD-ROM drive.



The Installation menu automatically opens.

Note: If the CD does not start, check the following:

- Make sure you have inserted **Disc 1**.
- Make sure the CD drive's door is completely shut.
- Make sure the CD was inserted in the drive in the proper direction (label side up).

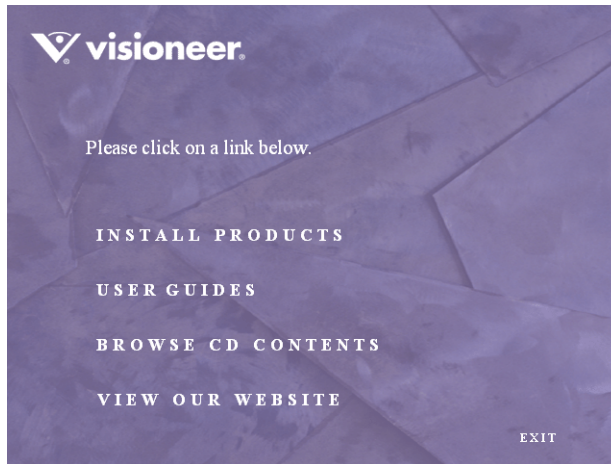
To launch the CD manually:

- Open the Windows option for My Computer. You can do this by double-clicking on the **My Computer** icon on your desktop.
- Double-click the icon for your CD-ROM drive.
- The Installation menu for the CD should now open.

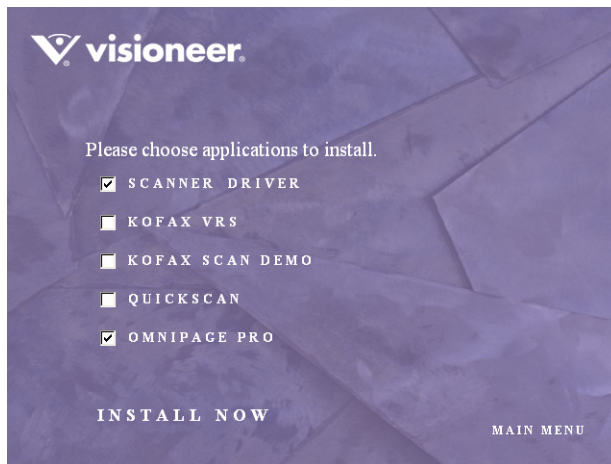
If the menu does not open:

- From the list of files on the CD, double-click the file named **START32.EXE**.
-

3. On the Installation menu, select **Install Products**.



4. Make sure the boxes for **Scanner Driver** and **OmniPage Pro**[®] are checked.

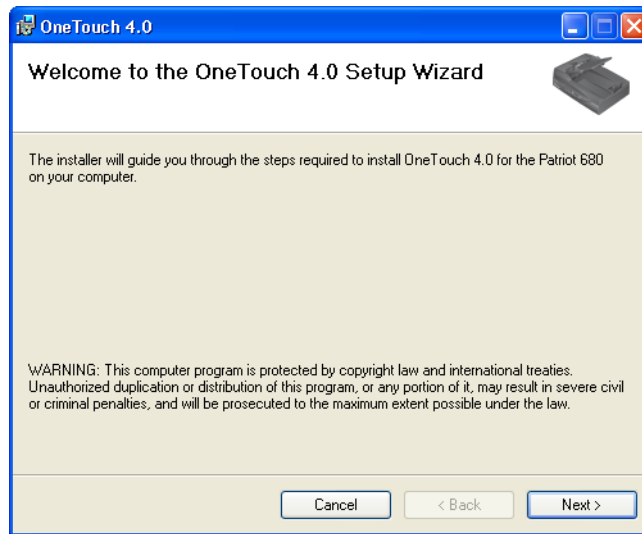


Note: The software provided with your scanner may differ slightly from the list shown in the window.

Note: The OmniPage Pro software is required for installation and provides extensive Optical Character Recognition (OCR) capabilities for your scanner software. It also adds special formats to the scanner's OneTouch 4.0 software for creating searchable PDF files (known as sPDF and nPDF). **Please note:** if you do not install the OmniPage Pro software now, but install it later, you may need to restart your computer before the sPDF and nPDF formats are available in the OneTouch 4.0 software.

5. Click **Install Now**.
6. The Select Language window opens. Click the drop-down menu arrow and select the language you want to use. Click **OK**.

The Welcome to the OneTouch 4.0 Setup Wizard opens.



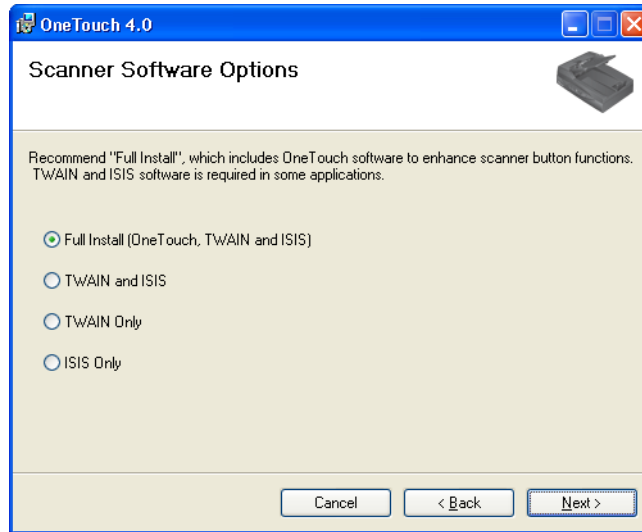
7. Click **Next**.
8. On the Visioneer License Agreement window, read the license agreement. If you accept the terms, select **I Agree** then click **Next**.

If you choose not to accept the license agreement, the installation will terminate and the scanner driver will not be installed.

The next window lists the choices of the drivers that you can install for your scanner.

Note: Some of the options listed in this window may not be available when you purchase your scanner.

Please visit our web site at: www.visioneer.com for the latest updates.



9. Select the option you want.

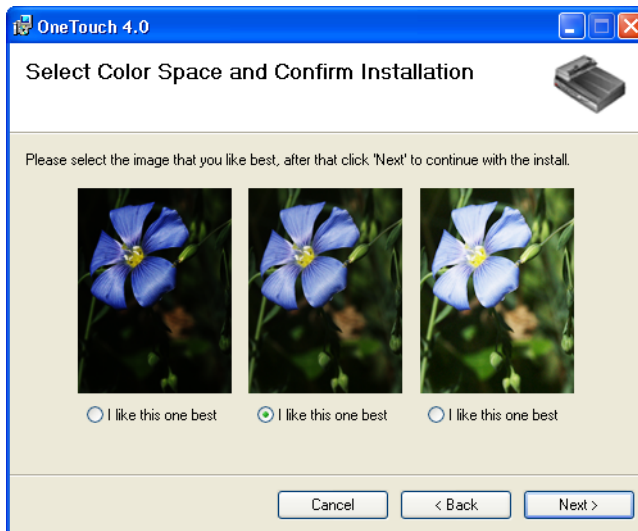
- **Full Install (OneTouch, TWAIN and ISIS)**—This is the **recommended** installation. It installs the OneTouch 4.0 software which provides the necessary driver software for the scanner. It also installs scanning interfaces for TWAIN, Microsoft's Windows Image Acquisition (WIA) if your computer is running Windows XP, and the ISIS driver. Installing this option means that you can use several different methods to scan, as explained in this User Guide.
- **TWAIN and ISIS**—The TWAIN and ISIS drivers are installed. The OneTouch 4.0 Monitor will not run and you cannot use the OneTouch features. You can use the Visioneer Patriot 680 TWAIN driver to scan from TWAIN applications and Microsoft's Windows Image Acquisition (WIA) if your computer is running Windows XP. You can also scan from applications that use the ISIS driver. You will not be able to use the buttons on the scanner.

- **TWAIN only**—The TWAIN driver is installed without the OneTouch 4.0 software or the ISIS driver. You can only scan using the Visioneer Patriot 680 TWAIN interface or WIA (Windows XP only) interface from a scanning application. You will not be able to use the buttons on the scanner.
- **ISIS only**—The ISIS driver is installed. You can use applications that use the ISIS driver such as Kofax. You will not be able to use the buttons on the scanner. You will not be able to use the Visioneer Patriot 680 TWAIN driver.

Note: If you decide to change your scanner's installed drivers later on, you must first uninstall the drivers the scanner is currently using. See "To Install Another Driver" on page 144.

10. Click **Next**.

During installation of the Full Feature Install you will see this window asking you to select an image for your Color Space setting.

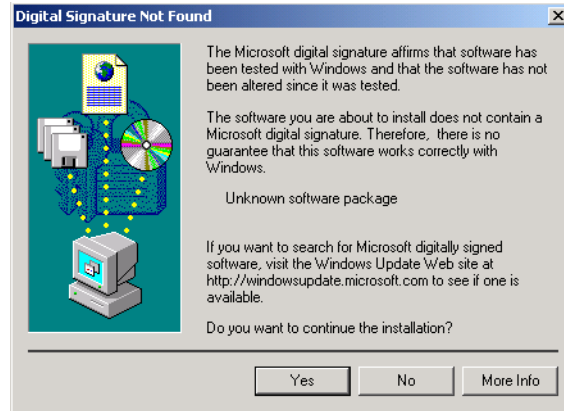


The Color Space setting sets the gamma value for the scanner so scanned items look good on your monitor. Gamma controls the brightness of the midtones of colors. That setting can be changed later on as you're scanning.

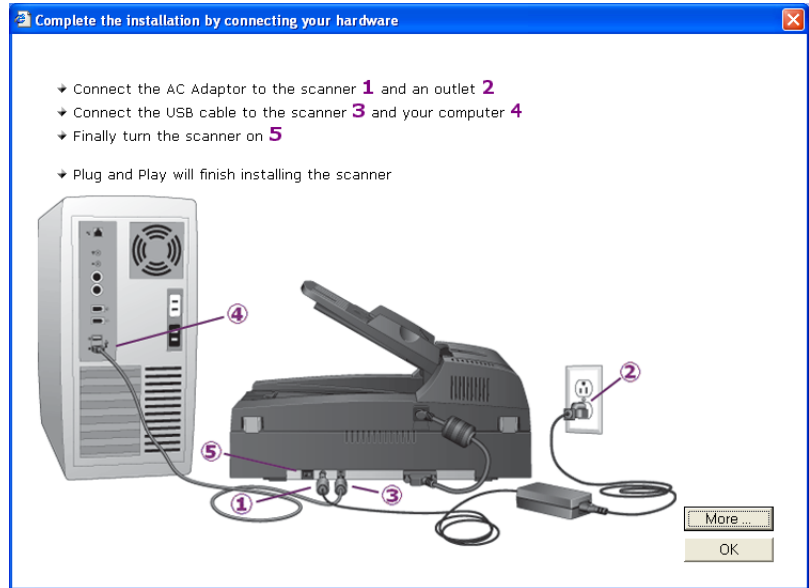
11. Select the option that looks best to you and click **Next**.

The driver installation will now begin.

If you are installing the scanner on a Windows 2000 computer:
During the software installation, this “Digital Signature Not Found” message may appear several times. Each time this message appears, you can disregard it and click **Yes**.



12. **STOP** when you see the “Complete the installation by connecting your hardware” window. Do **NOT** click **OK** yet. Leave the window open and proceed to “Step 3: Connect the Power Supply” on page 16.



Reminder: If your computer is running AntiVirus or AntiSpyware software, you may see messages asking you to allow the installation. Select the option to allow the installation to proceed.

Note: If you want to see more information about your scanner and a quick explanation of how to use the OneTouch features, click the **More** button on the window. When you're finished, return to the window above to continue with the installation process.

STEP 3: CONNECT THE POWER SUPPLY

Connect the power supply and power cord, and plug the power supply into an electrical outlet.

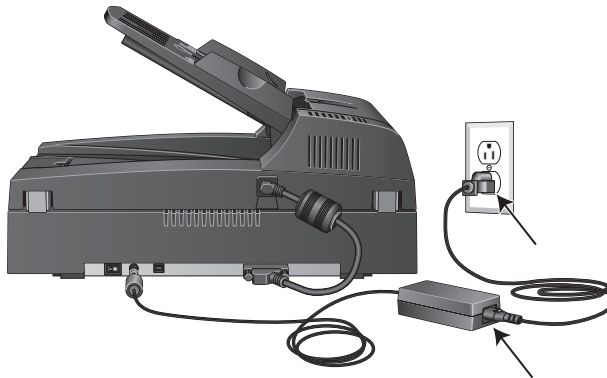
To connect your Visioneer Patriot 680 scanner:

1. Plug the power supply into the power port on the scanner.



Note: Only use the power supply (HEG42-240200-7L made by HiTron) included with your scanner. Connecting any other type of power supply may damage your scanner, and will void its warranty.

2. Plug the power cord into the power supply then into a wall outlet.



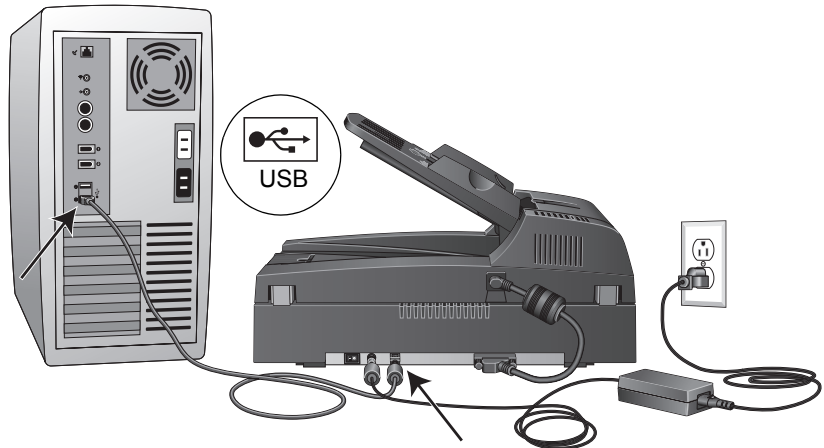
Now proceed to the next section, “Step 4: Connect the USB Cable and Turn on the Power.”

STEP 4: CONNECT THE USB CABLE AND TURN ON THE POWER

The Visioneer Patriot 680 scanner connects to any available USB port. Check your computer's manual for USB port locations.

Note: You can connect the scanner to your computer while the computer is running. You do not have to shut down your computer.

1. Remove any protective tape from the USB cable.
2. Plug the USB cable into the USB port on the scanner then into a USB port on the computer. Connection to a USB 2.0 High Speed port provides optimum performance, however your scanner will also connect to a USB 1.1 port.

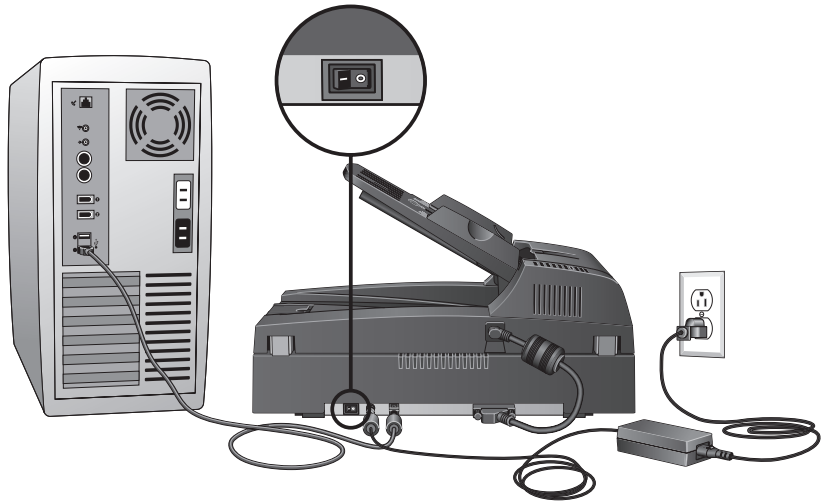


The USB symbol, as seen in the above diagram, identifies the location of the USB port on your computer. If the plug does not attach easily, make sure that you are plugging it in correctly. Do not force the plug into the connection.

You can also connect the scanner to a USB port on the computer's keyboard if it has one, or to a USB hub. If you use a USB hub, it must have its own power supply already plugged into an electrical outlet.

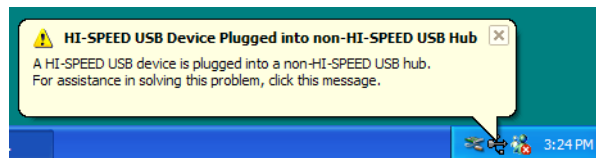
Note: If you have not installed the scanner driver, unplug the USB cable from the computer and install the software now. When the driver installation is complete, a message tells you when to connect the scanner.

3. Turn on the power switch, located on the back of the scanner to the left of the power port.



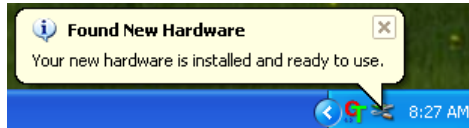
The status light comes on and flashes indicating that the scanner is receiving power.

If you are using Windows XP Service Pack 2, and have plugged the USB cable into a USB 1.1 port, an information bubble may open explaining that “A HI-SPEED USB device is plugged into a non-HI-SPEED USB hub”. Plug the USB cable into a USB 2.0 port (if available) or just disregard the message. If you leave it plugged into the USB 1.1 port, your scanner may scan a bit slower than the 35 pages per minute, and 70 images per minute available with a USB 2.0 port.

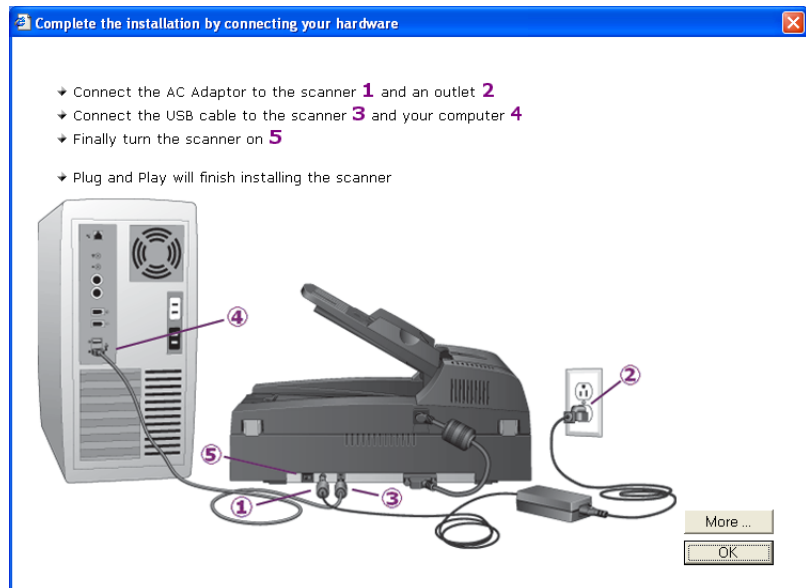


- Your computer then recognizes that a scanner has been plugged into the USB port and automatically loads the appropriate software to run the scanner.

Do not proceed until you receive a message that your computer has found the new hardware, or updated the driver database. If your computer is running Windows XP, you will see the following message.



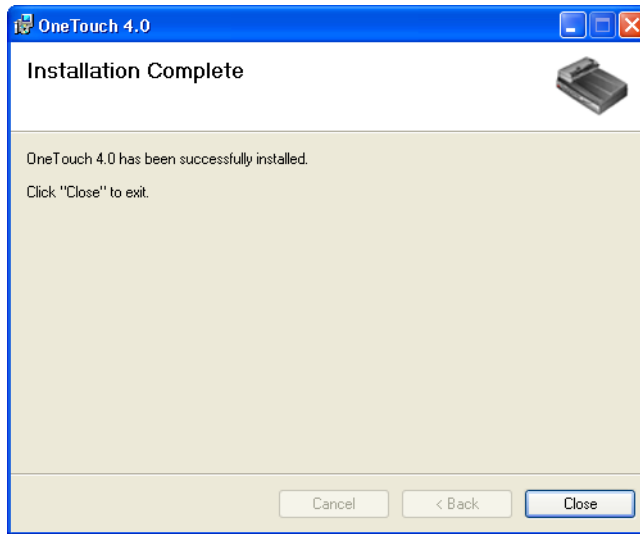
- When you're certain that the software has completely loaded, return to the "Complete the installation by connecting your hardware" window.



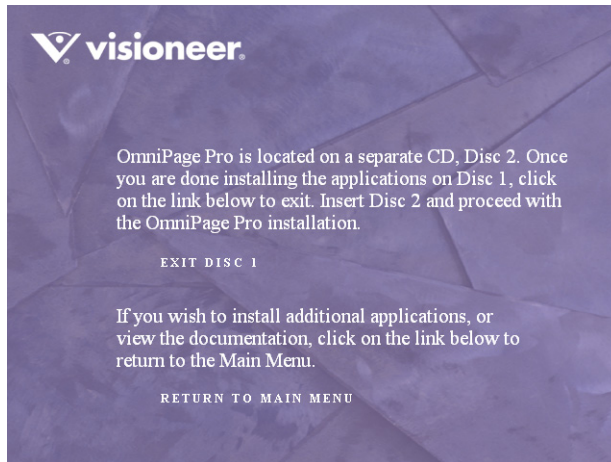
- Click **OK**.

The scanner's status light is green when the scanner and computer are communicating properly.

7. Click **Close** on the Installation Complete window to close and exit the software installer.



If you selected OmniPage Pro for installation, a window tells you to insert the second CD to install it.



Note: OmniPage Pro is required for your scanner to have its full range of features. Please make sure to install OmniPage Pro before scanning.

To install OmniPage Pro:

1. Click **Exit Disc 1** and remove **Disc 1** from the CD-ROM drive.
2. Insert **Disc 2** into the CD-ROM drive.
The OmniPage Pro Installation menu opens automatically. If it does not open, see the note on page 9.
3. Select **Install OmniPage Pro**.
4. Follow the instructions on the screen to install OmniPage Pro.
5. When installation is finished, remove **Disc 2** and store it in a safe place.
6. If you want to install other software from **Disc 1**, re-insert it into the CD-ROM drive now and see the next section, “Additional Applications for Your Scanner.”

ADDITIONAL APPLICATIONS FOR YOUR SCANNER

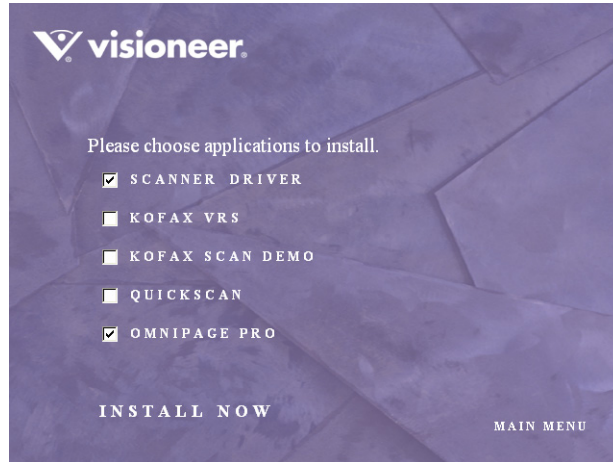
Your scanner includes free, additional applications on the installation CD.

Note: Some of the software listed in this window may not be available when you purchase your scanner.

Please visit our web site at: www.visioneer.com for the latest updates.

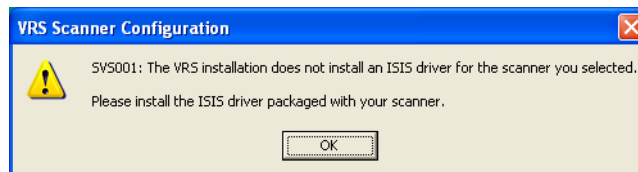
To install the additional applications:

1. Return to the Installation window and select the additional applications you want to install on your computer.



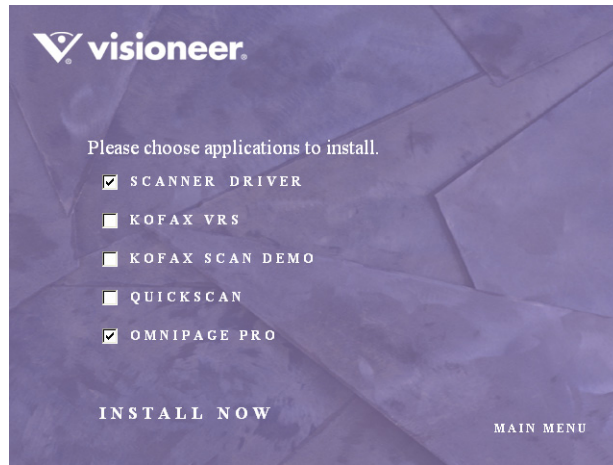
2. Click **Install Now**.
3. Follow the instructions on the installation windows.

If you want to install the Kofax VRS[®] software, you may see the following message.

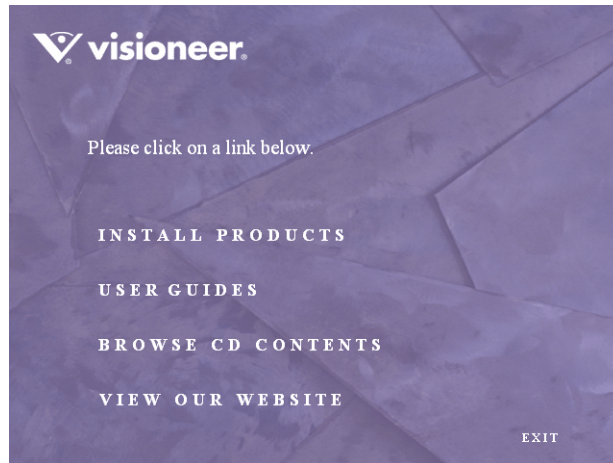


Please disregard this message and click **OK**. The Kofax VRS Certified ISIS[®] driver is installed correctly when you install your Visioneer Patriot 680 scanner.

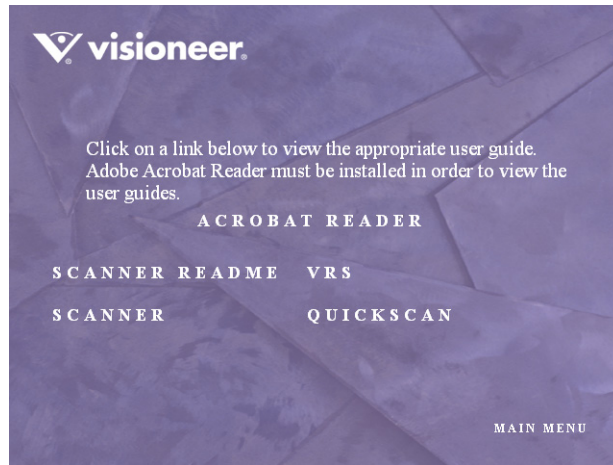
4. When installation is finished, return to the Installation window and click **Main Menu**.



5. On the Main Menu, click **User Guides**.



The Visioneer User Guides window opens. Use this window to view and save the User Guides you want.



The User Guides are in Adobe[®] Acrobat[®] PDF format. The CD also includes a free copy of Acrobat[®] Reader[®] in case your computer does not have it already installed. The Scanner Readme file is in HTML format and will open in any standard browser.

If you need to, click **Acrobat Reader** to install it now. Follow the instructions on the installation windows.

To view and save the User Guides:

1. Click the name of a User Guide you want to view and it will open in Acrobat Reader. Use the Acrobat Reader **Save** command to save that User Guide on your computer.
2. Return to the Visioneer User Guides window and repeat the process to open, view, and save all the other User Guides you want. **The Scanner Readme file has late-breaking news about your scanner.**
3. When you're finished, click **Main Menu** to return to the main Visioneer Installation window and click **Exit**.
4. Remove the CD and store both CDs in a safe place.

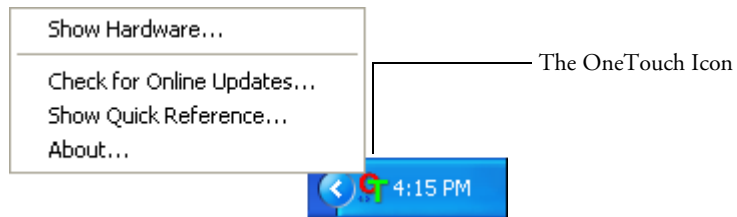
That's it! Installation is finished and your Visioneer scanner is ready to scan.

REGISTER YOUR SCANNER AND CHECK FOR UPDATES

Registering your scanner is important as it provides you with access to our free telephone support service. Registration also gives you free access to software updates for your scanner.

To register your scanner:

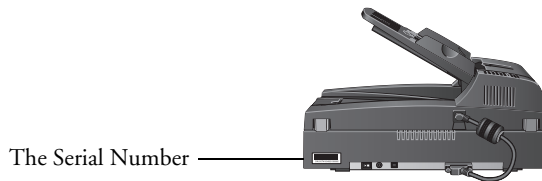
1. Right-click on the OneTouch icon in the Windows Notification Area (at the bottom right corner of the screen).
2. Choose **Check for Online Updates...** from the pop-up menu.



3. Follow the instructions on the screen and register your scanner by entering your scanner's serial number and your email address.

Note: A valid email address is required.

The serial number is located on the side of the scanner.



After registration is complete you will receive an email message with your RegID.

Your RegID is important as you will need it when accessing free telephone support, or checking for online updates.

4. Write down your RegID below so you will be able to find it easily in the future.

RegID: _____

Scanning

If you selected the recommended Full Install option for your scanner's driver (see page 12), you have several different scanning options with your Visioneer Patriot 680 scanner. Each method scans equally well, so use the one with appropriate options for the item you are scanning.

- **Scanner Buttons**—When you press the Simplex or Duplex button, documents are scanned using the scan settings indicated by the LED number. The scanned images are then sent to a software application (known as the Destination Application) or to a storage folder on your computer. See “Load and Scan Documents” on page 27.
- **OneTouch**—Use this scan option when you want to scan from the computer screen. Open the OneTouch scan panel and window, adjust the scan settings as needed, put the document in the scanner, then click the icon on the OneTouch panel. Also use this OneTouch method of scanning if you want to access the advanced features of Optical Character Recognition (OCR) available from the OmniPage Pro application. See “Scan from the OneTouch Button Panel” on page 33.
- **TWAIN Interface**—This option uses your scanner's TWAIN interface to scan. Select the TWAIN scan settings, put the document in the scanner, then click a button on the TWAIN interface window. See “Scanning with the TWAIN Interface” on page 107.
- **Windows Image Acquisition (WIA)**—This option uses the Microsoft Windows set of choices for scanning. Select the WIA scan settings, put the document in the scanner, then click a button on the WIA window. Scanning with WIA is only available if your computer is running Windows XP. See “Scanning with the Windows Image Acquisition” on page 125.
- **ISIS Interface**—This option uses ISIS driver to scan. Select the ISIS scan settings, put the document in the scanner, then use your ISIS application to scan using the ISIS Interface. See the ISIS Interface on page 131.

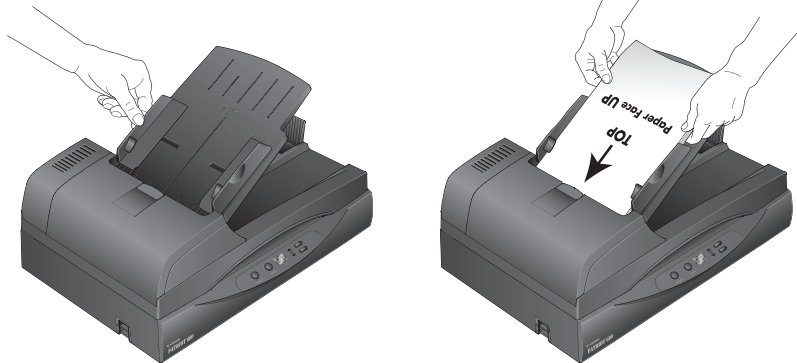
LOAD AND SCAN DOCUMENTS

When you press either the Simplex or Duplex button, documents are scanned using the scan settings indicated by the LED number. The scanned images are then sent to a software application (known as the Destination Application) or to a storage folder on your computer.



Note: Always remove any staples or paper clips from documents before inserting them into the scanner. Staples and paper clips can jam the feed mechanism and scratch the internal components. Do not scan any document with labels, stickers or Post-It™ notes on the pages. If a label, sticker or Post-It note comes off during the scanning process, the item can get stuck in the scanner and this will void your scanner's warranty.

1. Adjust the paper guide for the width of paper. Then load the documents so the tops of the pages are inserted into the Automatic Document Feeder.



For Simplex (one-sided) scans, load the documents *face up*. To maintain the original order of the documents when they are sent to the Destination Application, the scanner starts at the first page and scans to the last page.

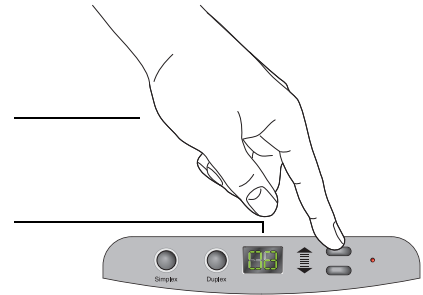
For Duplex (two-sided) scans, the documents can be face up or down because both sides are scanned.

2. Check the LED number to make sure you are using the scan setting you want.

To choose a new scan setting, press the Up or Down Destination Selector buttons.

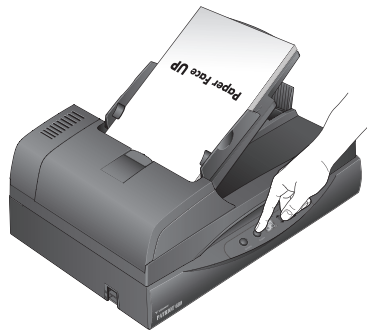
Press the Up or Down Destination Selectors to cycle through the scan settings to select the one you want.

The current scan setting. See “Check the Scan Settings Before Scanning” on page 30 to check the settings.

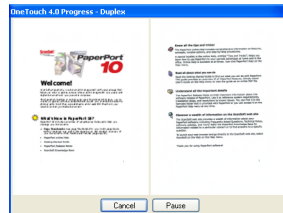


3. To scan a one-sided document, press the **Simplex** button.

To scan a two-sided document, press the **Duplex** button.



A scan progress window opens and, when scanning is finished, the image is sent either to the selected Destination Application from the OneTouch utility, or to a folder for storing scanned documents.



Cancel
button

Pause
button

To Cancel scanning, click the **Cancel** button.

To pause the scanning, click the **Pause** button. It will change to a **Continue** button. Put the page back into the scanner and click **Continue** to resume scanning.

Note: Your scanner comes with factory-preset OneTouch button settings. Buttons 1, 2 and 7 are preset to scan documents into the PDF or sPDF format and, without opening them first, send them to the storage folder located at **C:\Documents and Settings\\My Documents\My OneTouch Archive\PDF Documents**. In that case, you won't see the image of the scanned document until you open it with an application that can open the PDF or sPDF format. You can also set up the buttons to scan to different file formats, such as jpg or tiff. In that case the location would be **C:\Documents and Settings\\My Documents\My OneTouch Archive\JPG Documents** or **TIF Documents**. Please see the section "The Storage Options Tab (Archive)" on page 70 for selecting options for the storage file format and location.

CHECK THE SCAN SETTINGS BEFORE SCANNING

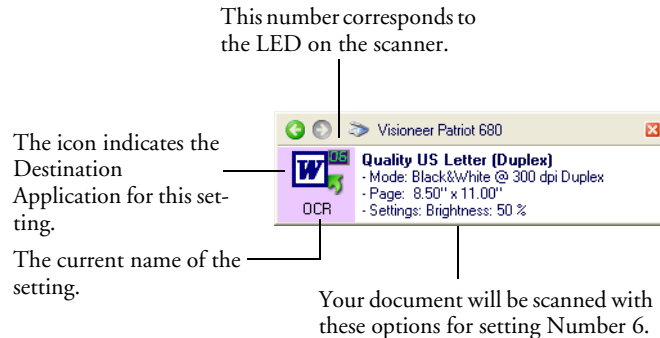
1. To check the scan settings before scanning, click on the OneTouch icon in the Windows Notification Area (at the bottom right corner of the screen).

The OneTouch Button Panel opens. Click on the arrows to cycle through to the other buttons.



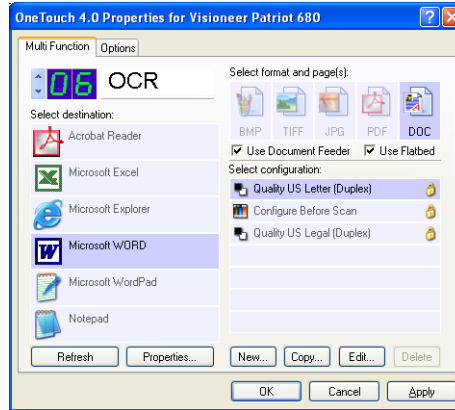
2. *Right-click* a button on the panel to see its description.

The OneTouch Button Panel shows the description of the selected setting. This sample shows the current description of setting 6.



Right-clicking also opens the OneTouch Properties window for that setting also opens so you can change any settings before scanning.

Note: The configurations shown on this example of the OneTouch Properties window are for illustration purposes only. The configurations you see on your OneTouch Properties window may be different.



3. When you are ready to scan, click the button on the OneTouch Button Panel. See “Scan from the OneTouch Button Panel” on page 33 for more about the Button Panel.

SCAN FROM THE FLATBED GLASS

Use the Flatbed glass to scan documents or lighter weight paper, such as credit card receipts, or items that cannot be scanned with the Automatic Document Feeder, such as pages in books.

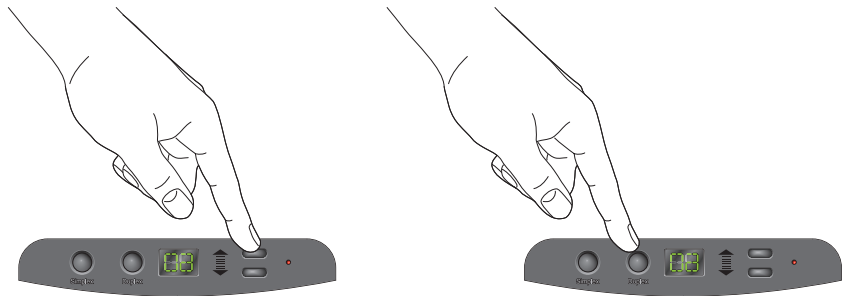
Note: You must remove any pages from the Automatic Document Feeder before scanning from the Flatbed glass. If pages are in the Automatic Document Feeder, they will be scanned instead of the page on the Flatbed glass.

To scan from the Flatbed glass:

1. Remove any pages from the Automatic Document Feeder.
2. Open the scanner lid and place the page on the scanner glass, face down.



3. Align the paper with the arrows on the scanner for the size of paper you are using.
4. Close the lid.
5. Press the Up or Down Destination Selector buttons to choose a scan setting. Then press either the **Simplex** or **Duplex** button.



6. The face-down side of the page is scanned and the image is sent to the selected Destination Application from the OneTouch utility.

SCAN FROM THE ONETOUCH BUTTON PANEL

You can scan from the OneTouch Button Panel on the screen.

1. Adjust the paper guide for the width of paper and load the documents with their tops into the Automatic Document Feeder.

For Simplex (one-sided) scans, load the documents *face up*.

For Duplex (two-sided) scans, the documents can be face up or down because both sides are scanned.

2. Now click on the OneTouch icon in the Windows Notification Area (at the bottom right corner of the screen).

The OneTouch Button Panel opens and shows the first five on-screen scanning buttons. Click the arrows to cycle through all button settings. When it reaches the last button, clicking again goes back to one.



Click the button you want to use to scan.

Click these arrows to navigate through the buttons.

3. On the screen—not on the scanner—click the button you want to use to scan.



For example, if you want to scan with button 2, which converts the document to sPDF, click here.

Or if you want to scan with button 4, which attaches the scanned document to a blank email message, click here.

Note: Your scanner comes with factory-preset OneTouch button settings. You can reconfigure and rename the buttons for your specific scanning requirements. For information see “The Default OneTouch Settings on Your Scanner” on page 38.

The scanner begins scanning. When the process finishes, the scanned images appear in the Destination Application or are stored in a folder, just as if you scanned with the Simplex or Duplex scanner buttons.

USING THE ONETOUCH BUTTON PANEL

The OneTouch Button Panel is also your on-screen set of controls for the scanner. The OneTouch Button Panel shows information about the scanner and its settings.



1. To open the OneTouch Button Panel, click the OneTouch icon. It is located in the Windows Notification Area at the bottom right corner of the screen.

The OneTouch Button Panel opens at its Button View, which shows the on-screen scanning buttons.



The Button View

2. To scan from the panel, click the icon you want to use to scan.
3. To see the details for a button, right-click on it. The Properties window for that button also opens.

Right-click on a button to see its details in the Detail View and Properties Window.



The Detail View

Clicking the icon in either view starts the scanner scanning using the button's settings.

4. To cycle through the buttons, click the arrows on the right side of the panel.



Click these arrows to cycle through the buttons.

- To navigate through the panel's three views, click the green arrows at the top of the panel.

Click these arrows to navigate through the panel's three views.



The Button View



The Hardware View



The Detail View

- The Button View is your main scanner control panel. Use it to scan or to see all the buttons.
- The Detail View shows the current scan settings for a button.
- The Hardware View shows the current scanners connected to your computer.

If the Properties window is not open, right-click the icon on the Detail View or Button View to open it.

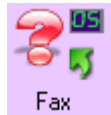
From the Hardware View and Detail View, click the green arrow to return to the Button View. You can also click on the hardware icon to return to the Button View.

- To close the OneTouch Button Panel, click the close button on the panel.

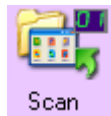
ABOUT THE ONETOUCH BUTTON PANEL'S NAMES AND ICONS



The button names, such as PDF, eMail or Fax, indicate the original factory settings for a button. For example, the eMail button is set up to scan documents then immediately attach them to a new email message in Microsoft Outlook Express®. But you can change the name, the Destination Application, and any of the other aspects of the button.



A question mark for a button, such as shown for button 5, means your computer does not have appropriate software for the initial factory settings (Fax software in this example). In that case, you would probably want to change the name and Destination Application to something else. For example, if you scan a lot of documents that have faint images, such as hand-drawn sketches in light pencil, you might want to change the button's name to Sketches, and the Destination Application to Microsoft Paint, or some other drawing program.



A folder icon for a button, such as shown for buttons 1, 2, and 7, means that the scanner sends the scanned image to the default folder at **C:\Documents and Settings\\My Documents\My OneTouch Archive\PDF Documents** without first opening it in a Destination Application. To see the scanned image, open the file using the appropriate application for the file's format. The file will be named with the current date. Buttons 1 and 7 are preset to scan documents into the PDF format. Button 2 scans to the sPDF format. Use an application that can read the PDF or sPDF format to open the scanned document.

See “Configuring the OneTouch Buttons” on page 39 to change the settings of the buttons on the OneTouch Button Panel.

THE DEFAULT ONETOUCH SETTINGS ON YOUR SCANNER

The scanner buttons are preconfigured for basic tasks, such as email or fax, then send the scanned image to a storage location or preselected Destination Application. Settings 10 through 99 are unnamed. *You can change or rename any of these settings.*

Button	Name	Destination	Preconfigured Settings
1	Scan	Store in the folder My Documents/My OneTouch Archive/PDF Documents	Black&White @ 200dpi Duplex 8.5" x 11" page, Brightness 50%
2	PDF	Store in the folder My Documents/My OneTouch Archive/PDF Documents	Black&White @ 300dpi Duplex 8.5" x 11" page, Brightness 50%
3	Print	Printer	Black&White @ 300dpi Simplex 8.5" x 11" page, Brightness 50%
4	eMail	Microsoft Outlook (as attachment)	Black&White @ 200dpi Simplex 8.5" x 11" page, Brightness 50%
5	Fax	Fax Application	Black&White @ 200dpi Simplex 8.5" x 11" page, Brightness 50%
6	OCR	Microsoft Word (if installed) If Word is not installed, documents are stored in the folder My Documents/My OneTouch Archive/PDF Documents	Black&White @ 300dpi Duplex 8.5" x 11" page, Brightness 50%
7	Archive	Store in the folder My Documents/My OneTouch Archive/PDF Documents	Black&White @ 300dpi Duplex 8.5" x 11" page, Brightness 50%
8	Custom	Microsoft Paint	Color @ 100dpi Simplex 6" x 4" photo size Brightness 50% Contrast 50%
9	Paint	Microsoft Paint	Color @ 300dpi Simplex 8.5" x 11" page Brightness 50% Contrast 50%
10-99	Unnamed	Microsoft Paint	Color @ 100dpi Simplex 6" x 4" photo size Brightness 50% Contrast 50%

Note: If you install new applications on your computer, and they do not appear in the **Select Destination** list, click the **Refresh** button.

CONFIGURING THE ONE TOUCH BUTTONS

Each OneTouch button configuration consists of a **Destination Application**, a **Scan Configuration**, and a **Document Format**. The OneTouch Properties window is where you select these three elements for a button.

To open the OneTouch Properties window:

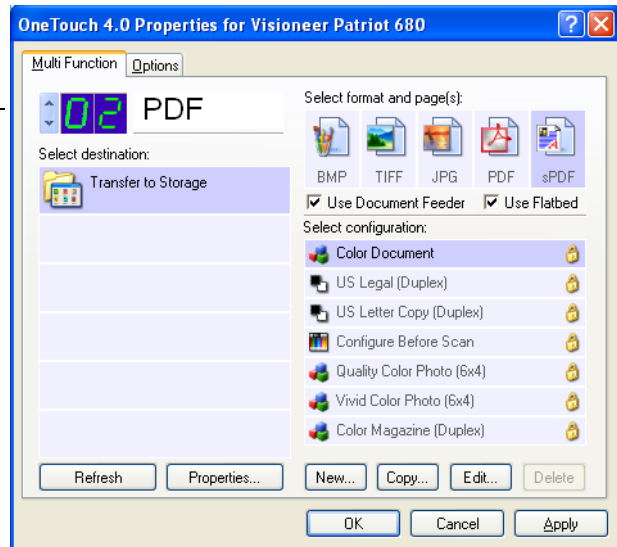


1. Click the OneTouch icon. It is located in the Windows Notification Area at the bottom right corner of the screen.
2. Right-click a button on the OneTouch Button Panel.

Note: Remember that left-clicking a button on the OneTouch Button Panel starts the scanner scanning. *Right-clicking* opens the OneTouch Properties window.

The OneTouch Properties window opens for that button.

Right-click on a button (for example, button 02) and the Properties window opens for that button.

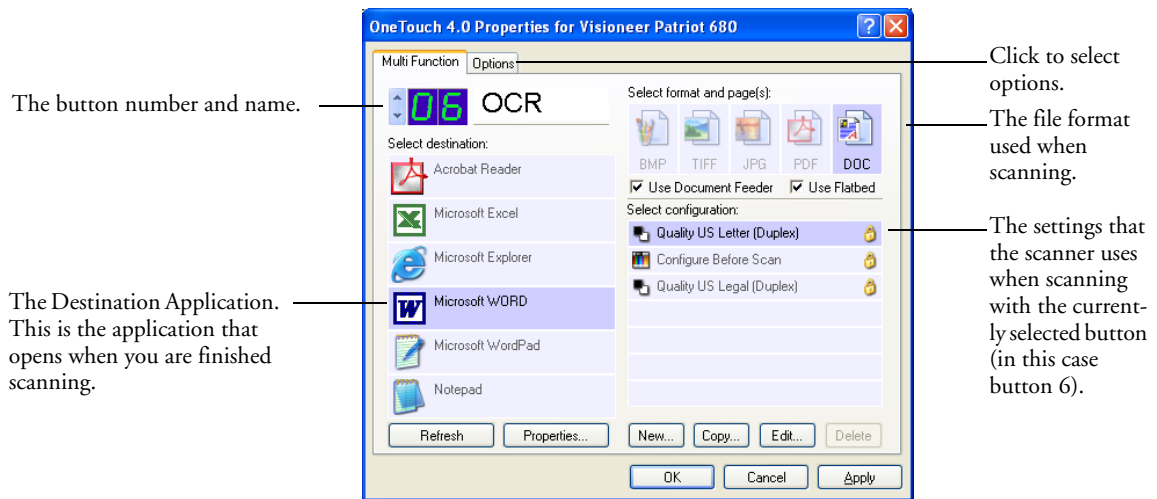


ABOUT THE ONE TOUCH PROPERTIES WINDOW

The OneTouch Properties window is where you can select new settings for the buttons. The OneTouch Properties window also contains special scanning features such as scanning and burning to a CD, scanning and converting text directly into an HTML web page, and scanning with optical character recognition (OCR) that turns a scanned image into text that you can edit.

Note: Some of the options on the OneTouch Properties Window (and other OneTouch windows and dialog boxes) may be “grayed out” and are not available. Grayed out options are not appropriate for your Visioneer Patriot 680 scanner.

The following example of the OneTouch window shows the settings for Button 6. The button is set to scan with the scan configuration named Quality US Letter (Duplex) and to display the scanned image in the Destination Application, Microsoft Word. The Format and Page(s) option is set to scan in the DOC image format.



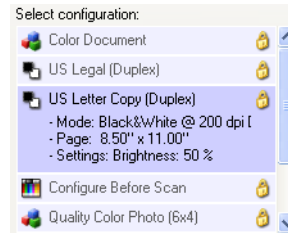
Note: If you install new applications on your computer, and they do not appear in the **Select Destination** list, click the **Refresh** button.

The settings on the Properties window are:

Select Destination—The list of applications that can open to display the scanned image for the selected button. To configure the list of available applications, click the Options tab at the top of the dialog box and select the desired options. See “Selecting Options for a Button” on page 58 for more information.

Select Configuration—The list of available scan configurations for the selected button. The configuration settings include: scanning mode, resolution (dpi), page size, brightness, color saturation, hue, and gamma. To see a selected scan configuration’s settings, click its icon. Click the icon again to close the detailed information.

Click the icon of a selected configuration to view its — settings.



The icons next to each scan configuration indicate the scanning mode.



Color



Black and White



Grayscale

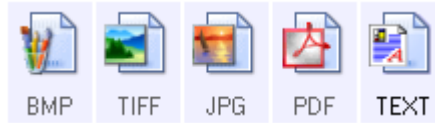


Configure
Before Scan

Note: Use Configure Before Scan if you want to set the scanning mode manually before scanning. See “Configuring Before Scanning” on page 78.

You can also click the **Edit** button or double-click the configuration to see more detailed information about the selected configuration.

Select Format and Page(s)—A set of file formats for the scanned image for the selected button. The formats are based on the type of destination application you select. This example shows the formats that apply to the Microsoft Outlook.



The icon names indicate their file types. See “Selecting Page Format Options” on page 53 for more about the formats.

Use Document Feeder/Use Flatbed—These two options are pre-set to remain selected so you can scan from both the Automatic Document Feeder and the Flatbed glass. Your scanner senses if pages are in the Automatic Document Feeder and automatically scans them when you press the Simplex or Duplex button, or you click a scan button in the OneTouch 4.0 utility.

To scan from the Flatbed glass using the Simplex or Duplex buttons, or the scan buttons in the OneTouch utility, you must first remove any pages from the Automatic Document Feeder. Otherwise, the scanner will sense those pages, and scan them instead.

Note: When scanning using the WIA or TWAIN interfaces, you must choose to scan from the Automatic Document Feeder or the Flatbed glass. See the sections “Scanning with the TWAIN Interface” on page 107 and “Scanning with the Windows Image Acquisition” on page 125 for details.

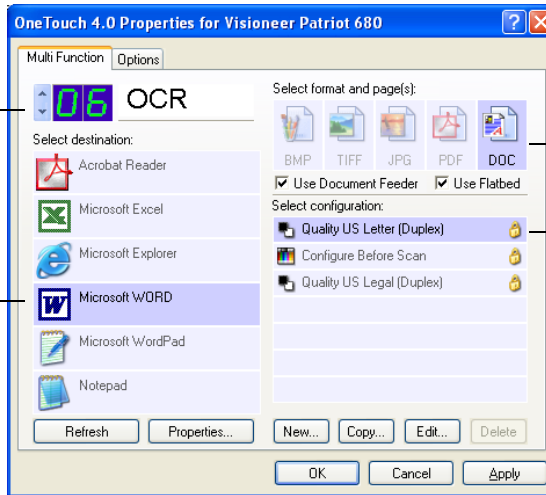
Options tab—Displays a window for selecting options related to the selected destination application for the scanned image.

SELECTING NEW SETTINGS FOR A BUTTON

For each OneTouch button, you can select a new **Destination Application**, **Scan Configuration**, and **Document Format**.

Click these arrows to see the properties for the button whose settings you want to change.

Select a software application as the destination to send scanned documents.



Select a format for the scanned image

Select a configuration for scanning the item.

To select new settings for the Scanner Button:

1. Click the button selection arrows to select the button you want to change.

Each button has its own settings. So, as you click the arrows to cycle through the buttons, the available settings on the window change to show them for each button.

2. From the **Select Destination** list, select the application where you want documents sent when scanning is finished.

See “Selecting Options for a Button” on page 58 to display a full list of the Destination Applications that you can use with the scanner.

Note: If you select a word processing program such as Microsoft WordPad or Microsoft Word and a page format that can be used for OCR (such as TEXT, RTF, DOC, sPDF, or nPDF), the text in scanned images is automatically converted to word processing text. See “Scanning with Optical Character Recognition (OCR)” on page 80 for details.

3. From the **Select Configuration** list, select a scan configuration.



To scan in color, select one of the configurations indicated by the small color icon, such as the Color Document configuration.

The scan configuration list is preset for the application you select in the Select Destination list. If you select a different application, the configurations are for that application. However, you can create your own scan configurations as well.

4. Select a **Format and Page(s)** option.

The available options apply to the Destination Application you select. For example, if you select Microsoft Word as the Destination Application, the available formats are for text, such as .doc, .txt, and .rtf. However, if you select Microsoft Paint as the Destination Application, then the available formats are for graphics, such as .bmp, and .jpg.

5. Click **OK**, or if you want to keep the window open and work with other features, click **Apply**.

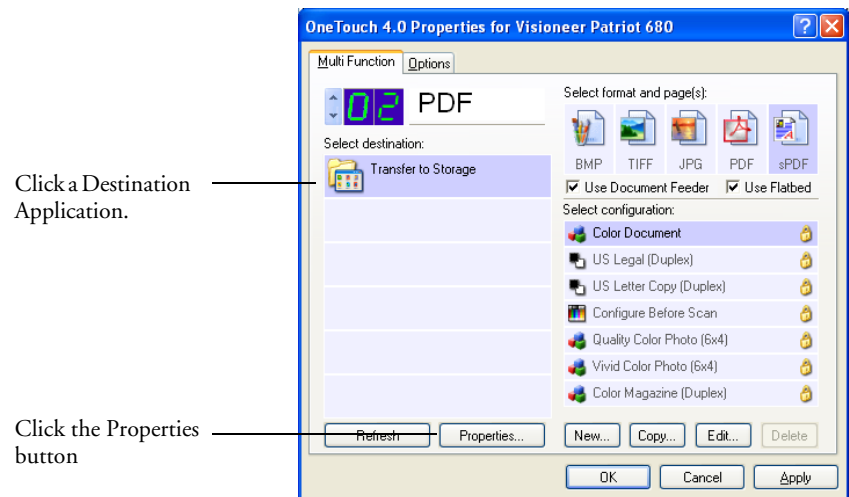
Note that while the OneTouch Properties window is open, you cannot scan yet by clicking a button on the OneTouch Panel. You must click **OK** or close the OneTouch Properties window first. However, you can scan at any time by pressing the Simplex or Duplex button on the scanner.

When you are finished selecting new settings for a button and you press or click a scanner button, the document is scanned using the newly configured settings for that button.

SETTING DESTINATION APPLICATION PROPERTIES

The different types of Destination Applications have various properties that you can select.

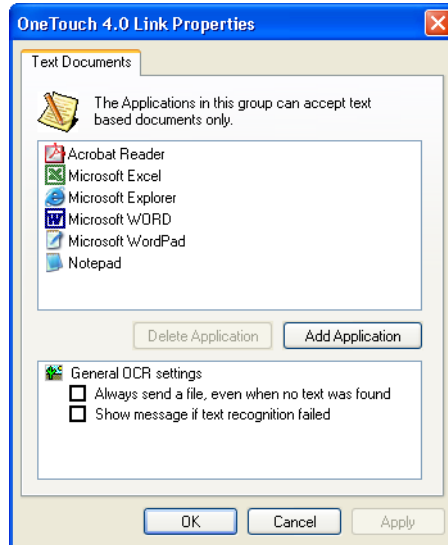
1. On the OneTouch Properties window, click a Destination Application.
2. Click the **Properties** button.



A OneTouch 4.0 Link Properties dialog box opens for the type of Destination Application you selected, and the available options are for that type of application.

Text Documents Properties

These properties apply to Microsoft Word, Microsoft Excel®, Adobe Acrobat Reader, and the other applications indicated by their icons in the list. The properties apply to the OCR settings for the applications.



1. Click in the OCR settings boxes for the options you want.

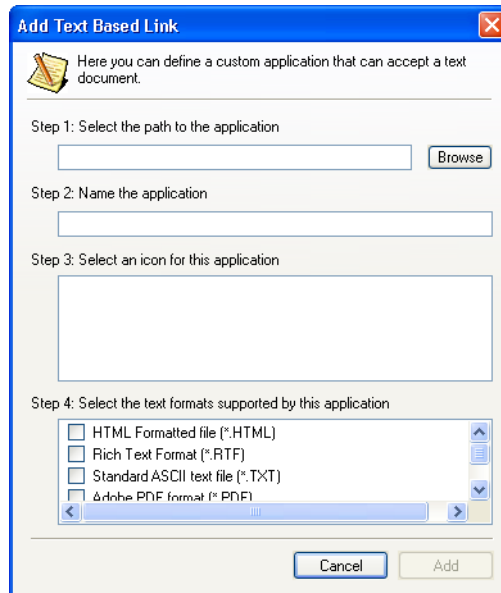
The options will apply to all the applications in the group.

Always send a file, even when no text was found—The scanned file is sent to the OCR reader even if the image does not appear to contain text. This could occur if you scanned a photograph with a OneTouch button set for text applications.

Show message if text recognition failed—A message will open on the screen if the OCR reader does not detect text in the image.

2. To add another application to the list, click the **Add Application** button.

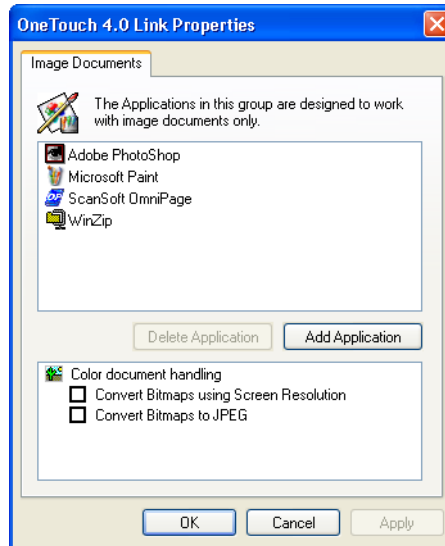
The Add Text Based Link dialog box opens.



3. Click **Browse** to find the application you want to add to the list.
When you select the application using the Browse button, steps 1 and 2 on the dialog box are automatically filled in, and the application icon appears in step 3.
4. Select the icon in Step 3 of the dialog box. That is the icon that will appear in the OneTouch Destination List.
5. In step 4 of the dialog box, select the file formats that the application will accept.
Refer to the documentation that you received with the application to see which text formats the application accepts.
The options you select at step 4 determine the page format icons in the OneTouch Properties window for that group of applications.
6. Click the **Add** button.
7. Click **OK** or **Apply** on the Link Properties window.
8. Click **Refresh** on the OneTouch Properties window.

Image Documents Properties

These properties apply to the OmniPage Pro software that you received with your scanner, plus Microsoft Paint and other image processing applications.



1. Click in the Color document handling settings boxes for the options you want.

These options will apply to all the applications in the group.

Convert Bitmaps using Screen Resolution—Use this option to ensure that an image will fit on the computer's screen. When a computer screen is set to a lower resolution, bitmap images with a higher resolution may be too big to fit on the screen. Converting the bitmap image to match the screen resolution ensures that the image fits on the screen.

Convert Bitmaps to JPEG—JPEG files can be compressed to produce smaller file sizes and, therefore, shorter transmission times. Use this option to provide that compression capability to image files.

- To add another application to the list, click the **Add Application** button.

See the steps on page 47 to add an application to the list.

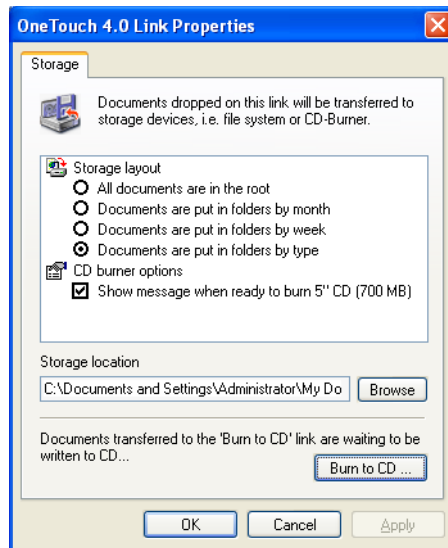
- Click **OK**.
- Click **OK** or **Apply** on the Link Properties window.
- Click **Refresh** on the OneTouch Properties window.

Storage Properties

These properties apply to the Destination Application named Transfer to Storage. If a CD burner is attached to your computer, you can also use this dialog box to start the Burn to CD process. See the section “Scan and Burn to a CD” on page 92.

Note: The Burn to CD option is only available for Windows XP.

You can also set up multiple configurations to store scanned items in separate locations. See “The Storage Options Tab (Archive)” on page 70 and “Scanning to Multiple Folders” on page 72.



Note: If you do not have a CD burner attached to your computer, the CD options are not shown on the dialog box.

1. Click the Storage Layout options you want.

All documents are in the root—The scanned documents are saved in the root of the folder specified in the Storage Location.

Documents are put into folders by month, week, or type—

Folders are created based on your selection (month, week, or type) and the scanned documents are saved in those folders. New folders are created for each month and week so you can keep track of when you scanned the documents.

2. Click the **Browse** button to specify the location to store the scanned documents.

If you are scanning to a shared network drive, it must be a mapped drive. For more information about mapped drives, see your network administrator.

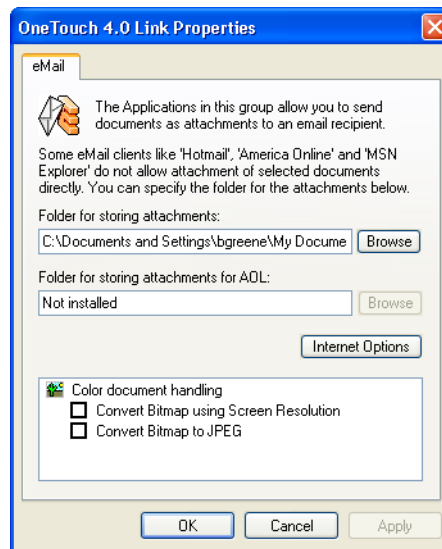
If you have a CD burner attached to your Windows XP computer, the option **Show message when ready to burn 5" CD (700MB)**, should also be selected so you will see a message when it's time to click the **Burn to CD** button.

3. Click **OK** on the Link Properties window.

eMail Properties

These properties apply to email applications so you can specify the folder for documents that you will attach to an email message.

Microsoft Outlook® will accept direct attachment of documents to a blank email message as soon as scanning is finished, but other email applications do not. If you're using one of those applications, such as America Online® (AOL), you need to know which folder contains the scanned documents so you can manually attach them to your email messages.



1. Click the **Browse** button for **Folder for storing attachments** and choose a folder for your email attachments.
2. Click the **Browse** button to specify the location to store them, or type a location directly into the box.

See the steps on page 49 to add an application.

3. If you are using AOL on your computer, and the folder name for AOL is incorrect, click the **Browse** button and find the correct AOL folder.

For scanned images to be auto-attached to a blank email address, you must have the specific folder location AOL uses to find the attachments. Please contact AOL for more information about the folder location in which AOL stores attachments.

4. If you need to set or change any internet options for AOL, click the **Internet Options** button.

The Windows Internet Options Control Panel opens. See your Windows documentation and AOL user manual for the settings on the Windows Control Panel.

5. Select the options for color document handling.

Convert Bitmaps using Screen Resolution—Use this option to ensure that an image will fit on the computer's screen. When a computer screen is set to a lower resolution, bitmap images with a higher resolution may be too big to fit on the screen. Converting the bitmap image to match the screen resolution ensures that the image fits on the screen.

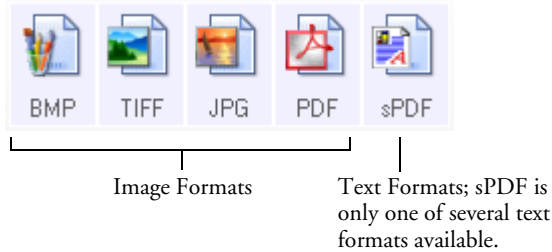
Convert Bitmaps to JPEG—JPEG files can be compressed to produce smaller file sizes and, therefore, shorter transmission times. Use this option to provide that compression capability to image files.

6. Click **OK**.
7. Click **OK** or **Apply** on the OneTouch Properties window.

SELECTING PAGE FORMAT OPTIONS

The Page Format options that you select determines the file format of the scanned document. Appropriate page format options and file types are available for the type of Destination Application selected for the button.

The available options are for images and text.



The Text Formats are for text file types. The names of the formats indicate their file types. See “Text Formats” on page 55 for details.

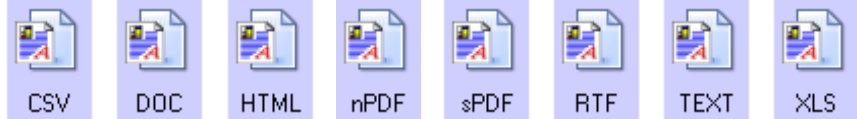


IMAGE FORMATS

Select an image file format for photos, artwork or other documents that you want to save as images. BMP and TIFF are standard image file formats generally used if you want to do additional image processing, such as photo touch-up or color correction. Both of those file formats tend to be larger than the JPEG format.

Because JPEG image files can be reduced in size, the JPEG format is often used for images on web pages, or if file size might be a problem when electronically sending the files. JPEG files are reduced in size by lowering their image quality, and you can select the degree of quality for your scanned images from the JPEG page format icon.

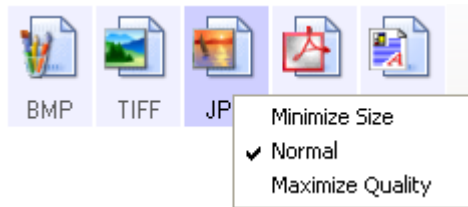
The PDF format is often used to create images of text pages. You may want to select PDF as the page format when scanning text pages that do not require OCR processing or other processing. The PDF format is also used to put multi-page documents on web sites as pdf-readable files. As with the JPEG option, the PDF format can be reduced in size or quality.

Note: The two other PDF formats—nPDF and sPDF—are for scanning with OCR processing and with the ability to search the scanned text. See the next section, “Text Formats,” and also “Scanning with sPDF or nPDF and Searching for Text” on page 89 for details.:

To select a JPEG or PDF file size:

1. Select **JPG** or **PDF** as the page format.
2. Right-click on the **JPG** or **PDF** icon.

A menu opens.



3. Choose the file size/image quality option for your scanned images.

Minimize Size—Smallest file size, lowest image quality.

Normal—Medium file size, some loss of image quality.

Maximum Quality—Largest file size, no loss of image quality.

Your selection pertains only to the button currently selected on the OneTouch Properties window. Other buttons that have JPG or PDF selected as the Page Format are not affected, so you can set the JPEG or PDF file size/image quality independently for each button.

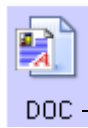
4. Click **OK** or **Apply** on the OneTouch Properties window.

TEXT FORMATS

Selecting the text format option also selects OCR processing as an automatic step for scanning. Therefore, when you scan a document with the text format selected, the text portions of the document are automatically converted to editable text. See “Scanning with Optical Character Recognition (OCR)” on page 80.

Select a text format for documents with text or numbers, such as a business letter, report, or spreadsheet. The text format icon has several file formats available, depending on the Destination Application you select.

The specific file format is the file name extension on the text format icon.



— The specific text format; this example is for Microsoft Word format (.doc).

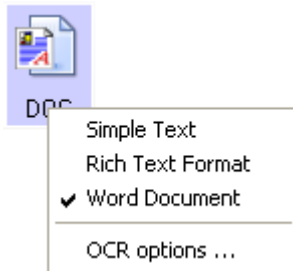
As you select Destination Applications that are text applications, the text format icon changes to match the file type of the application. In some cases, the Destination Application supports several file types, and you can right-click on the icon to choose the particular file type for that application.

To select a file type for the text format:

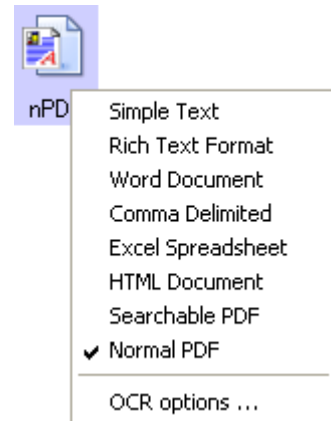
1. Select the Destination Application.
2. Right-click on the text format icon.

A menu opens. The following figure shows samples for different formats.

Example menu for the DOC text format.



Example menu for the nPDF text format.



3. Choose the file type that you want for the text format.

Your selection of a file type pertains only to the button currently selected on the OneTouch Properties window. Other buttons that have a text option selected as the Page Format are not affected, so you can set the text file type independently for each button.



Simple Text—The .txt file format. Text with no formatting; used by the standard Microsoft Notepad application.



Rich Text Format—The .rtf file format. Text that retains formatting when converted. Available with Microsoft Wordpad and Word.



Word Document—The .doc file format used by Microsoft Word.



CSV

Comma Delimited—The .csv file format; used for database or spreadsheet data with fields separated by commas. When the document is converted into editable text by the OCR software, the fields are maintained so you can copy and paste them to a database or spreadsheet application.



XLS

Excel Spreadsheet—The .xls file format used by Microsoft Excel.



HTML

HTML Document—The .htm file format used to create web pages.



sPDF

Searchable PDF—The sPDF file format used by Adobe Acrobat and OmniPage Pro. This format converts scanned text into PDF with text search and OCR capabilities. It is only available if you have installed OmniPage Pro on your computer. See “Scanning with sPDF or nPDF and Searching for Text” on page 89 for details.



nPDF

Normal PDF—The nPDF file format used by Adobe Acrobat and OmniPage Pro. This format also converts scanned text into PDF with text search and OCR capabilities, plus you can edit the text in an nPDF image if you have a PDF editing program. The nPDF format is also only available if you have installed OmniPage Pro on your computer. See “Scanning with sPDF or nPDF and Searching for Text” on page 89 for details.

4. To change the OCR settings, choose **OCR Options**.

The OCR Options provide a series of selections for the OCR feature when you scan text. This menu option is only available if you have installed OmniPage Pro on your computer. See “Selecting OmniPage OCR Options” on page 82 for details.

Note that the OCR Options settings apply to all buttons. If you change them for one button, those changes apply to the other buttons as well.

5. Click **OK** on the OneTouch Properties window.

RENAMING A ONETOUCH BUTTON

The OneTouch buttons have names that identify their pre-set functions, such as OCR and PDF, but you can edit the names.

To change the button names:

1. Open the OneTouch Properties window.
2. Using the arrows, choose the button that you want to rename.
3. Select the name's text and type a new name.

Click the arrows to get to the button to rename, then select the name text.



Type a new name for the button.



4. Click **OK** or **Apply**.

The button is now renamed.



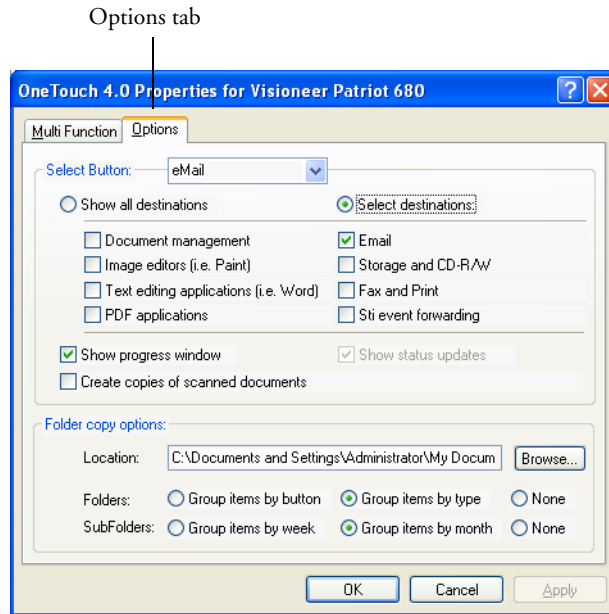
SELECTING OPTIONS FOR A BUTTON

The OneTouch Options determine the types of Destination Applications available for a button, as well as the location of the files of your scanned items.

Note: To get to a button quickly instead of clicking the forward and back arrows on the button panel, open the OneTouch Properties window, click the **Options** tab, then click the Select Button drop-down menu. You can then select the button from the menu list. Click the **Multi Function** tab to get back to the button settings.

To select options:

1. Open the OneTouch Properties window and click the **Options** tab.



2. Click the menu arrow and choose the button for new options.
3. Select button options as described below.

Show All Destinations—This option selects all the Destination Application categories. The list of Destination Applications available for the selected button will include all the applications on your computer that fall into these categories. This is the default selection for Button 8 (Custom). The list also includes printers and other devices connected to your computer so, for example, you can scan an item and have it printed immediately.

Select Destinations—Select this option to individually choose the types of applications to include in the list of Destination Applications. Check the boxes for the type of application to include.

- **Document Management** includes applications for processing and keeping track of your scanned documents.
 - **Image Editors** include Microsoft Paint and other drawing and graphics applications.
 - **Text Editors** include Microsoft Word and WordPad, Microsoft Excel, and other word processing and spreadsheet applications. Select this option if you want OCR processing to convert your scanned documents to text that you can edit. See “Scanning with Optical Character Recognition (OCR)” on page 80 for more about OCR.
 - **PDF applications** are for documents scanned to PDF format.
 - **Email** includes Microsoft Outlook and other email applications. See “eMail Properties” on page 51 for details about attaching scanned documents to your email messages.
 - **Storage and CD-R/W** is for either storing scanned documents in a folder, or sending them to a CD burner to create a CD containing the scanned documents. See “Transferring Scanned Documents to Storage” on page 98 and “Scan and Burn to a CD” on page 92 for details.
 - **Fax and Print** is for sending your scanned documents directly to your printer or fax software for faxing.
 - **Sti event forwarding** is for using another application’s interface for scanning. The OneTouch Event Forwarding dialog box opens so you can select which application to use to continue scanning. See “Scanning with Event Forwarding” on page 94 for details.
4. After selecting a new category of Destination Applications, click the **Multi Function** tab to see which ones are added to the list.

Show Progress Window—Select this option to display the progress window of the document(s) during scanning.

Create copies of scanned documents—Sometimes the image of a scanned document is only saved as a temporary file until its Destination Application is finished using it. In those cases you may or may not want an additional, permanent copy saved on your hard drive.

For example, if you scan a picture to an email application, the scanned image is saved as a temporary file, then attached to the email, and the email is sent. But because you already have the original picture, you may not want to also save a permanent file of that image as well. The same situation may occur when you scan directly to a printer or scan to a fax application. You already have the paper version (and in the case of a printer, you would have two paper copies—the original and the scanned printed version) so there's no need for an electronic file too. However, by selecting this **Create copies of scanned documents** option, you can choose to save permanent copies of those types of images on your hard drive.

The copies will be saved in the folder specified in the Folder Copy Options section (see the figure on page 59 and the description below).

You can selectively choose the types of Destination Applications that will have their scanned images saved permanently. For example, if your computer is connected to multiple printers and fax machines, each one is considered a separate Destination Application. By selecting the **Fax and Print** box and clicking the **Create copies of scanned documents** option, every scanned document you fax or print from the scanner is also saved as a permanent file on your hard drive.

This option is not available if either the **Document Management** or **Storage and CD-R/W** options are selected because, by default, file copies for those types of Destination Applications are already automatically saved in the folder for copies.

Likewise, the option is also not available for the default setting of Buttons 1 (Scan), 2 (PDF), and 7 (Archive) because they are set as Transfer to Storage with the Destination Application type set as **Storage and CD-R/W**.

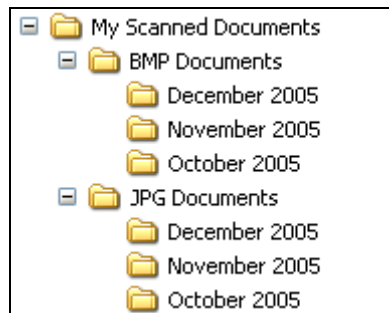
Folder Copy Options—This section of the dialog box sets the location for copies of your scanned documents and how you want to group them.

All copies of your scanned documents, regardless of type of Destination Application, are saved in this folder.

Note that if the Button selected at the top of the dialog box is set to **Transfer to Storage** as the Destination Application, and the type of application is **Storage and CD-R/W**, (such as Button 7), the location in this section is where your scanned documents are stored. When you use the OneTouch 4.0 **Burn to CD** feature, the location is where scanned documents are stored before they are burned onto the CD.

Click the **Browse** button and find the folder for the copies. Select the grouping option for the documents. The Group by button option groups the documents under the name of the OneTouch button. For example, if the button is named Printer, the documents are grouped under the name Printer. Group by type arranges the scanned documents by the type of file, such as .doc or .jpg. If you also want to group them by date you can choose the week and month options.

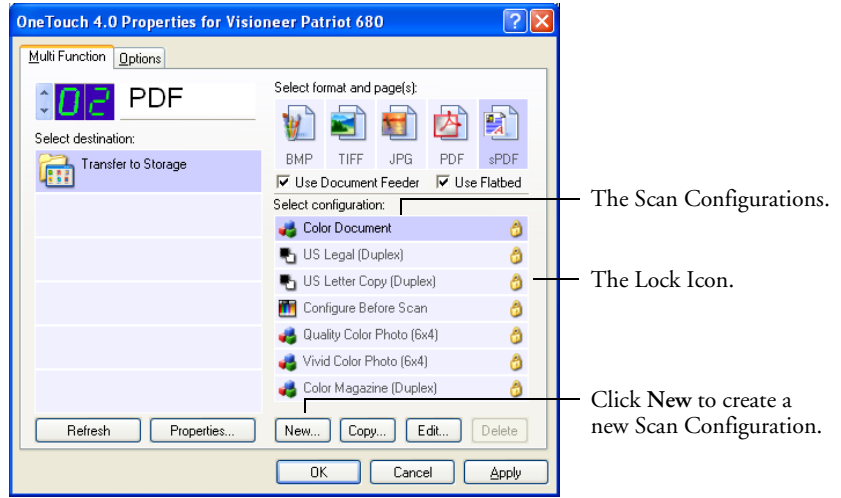
The following example shows the folders when the selections are **Group items by type** and **Group items by month**.



5. Click **OK** to save the options for the selected button.

CREATING A NEW SCAN CONFIGURATION

The scan configurations are where you select the scanning resolution, brightness, mode (color, black&white, or grayscale), and a number of other settings.



Note the lock icon on the preset configurations. Although you can unlock and edit the preset configurations, we recommend that you leave them locked, and only add new configurations. That way, you will always have the original factory-set configurations available.

To create a new configuration:

1. Open the OneTouch Properties window and make sure the **Multi Function** tab is selected.
2. Scroll through the applications in the Select Destination list and click the type of application for which you want to create a new scan configuration.

When you create a new scan configuration, it will be listed for the buttons that are set for the same types of Destination Applications. For example, if you create a new configuration for a button that is set to show image editor applications, that new configuration is also listed for any other buttons set for image editors, but not for

buttons set for text editing applications. Thus, you can create specific sets of scan configurations for specific functions and they are listed only when appropriate.

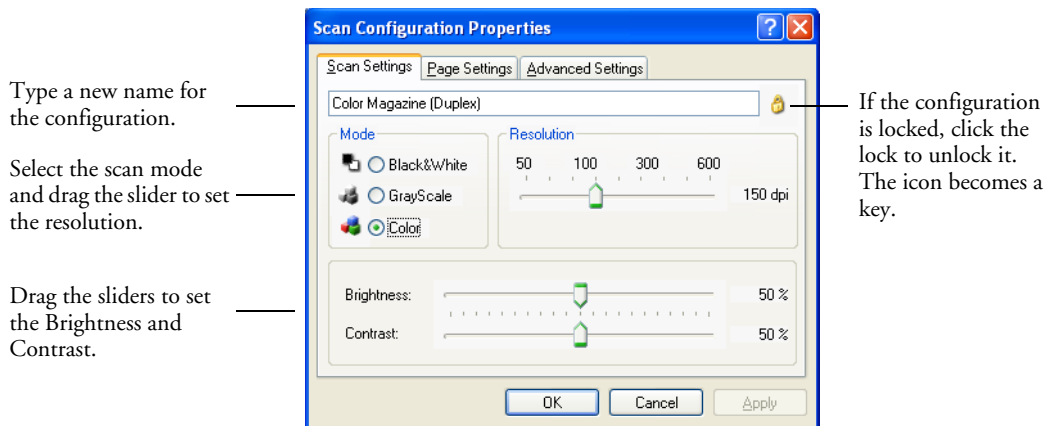
3. Click the **New** button.

If you want to start from the settings of another configuration, select the configuration, then click the **Copy** button.

If the **Scan Settings** tab is not selected, click it.

4. On the Scan Configuration Properties dialog box, type a name.

Note: If you're going to set up the new configuration to scan duplex (two-sided), include that in the name, such as "Scan for Dark Print (Duplex)," to remind you that it is a duplex scan.



Note: If you select a printer or other device in the Select Destinations list, the dialog box may have an additional Device Settings tab for setting specific options for the particular device.

5. Select scan settings for the new scan configuration.

Mode—Select a scanning mode:

Black&White to scan in black and white. For example, letters and memos are usually scanned in black and white. This scan mode produces the smallest file size.

GrayScale to scan items such as documents containing drawings or black and white photographs. The scanning produces an image of up to 256 shades of gray.

Color to scan color photographs and other color items. Color scans have the largest file size.

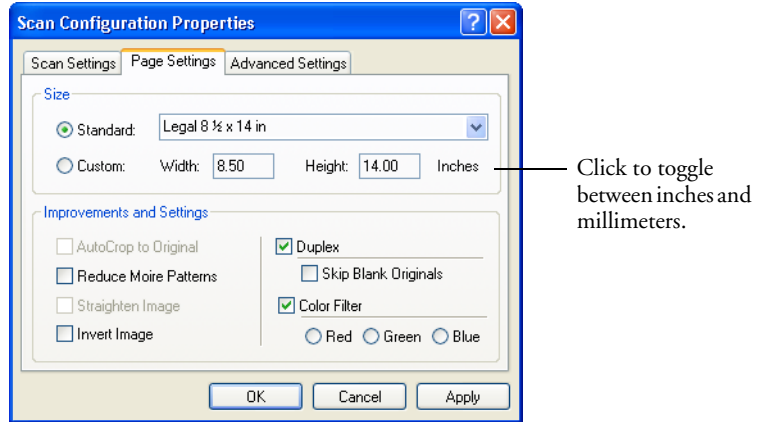
Resolution—Drag the slider to the right or left to adjust the dots per inch (dpi) of the resolution. The maximum resolution is 600 dpi; the minimum is 50 dpi. The higher the dpi setting, the sharper and clearer the scanned image. However, higher dpi settings take longer to scan and produce larger files for the scanned images.

Brightness and Contrast—Sometimes an item is scanned with the brightness and contrast set too light or too dark. For example, a note written with a light pencil may need to be scanned darker to improve legibility.

Brightness refers to the lightness or darkness of the image. Contrast is the range between the darkest and lightest portions of the image. The greater the contrast, the more difference between the lighter and darker shades in the image.

Drag the sliders to the right or left to adjust the brightness and contrast of the scanned image. The Contrast setting does not apply to the Black&White mode.

6. If you want to lock the configuration, click the key icon to change it from a key to a lock.
7. Click the **Page Settings** tab to select page settings.



Size—Click **Standard**, click the menu arrow and choose a page size from the list, or click **Custom** and enter the horizontal and vertical page dimensions in the boxes. The maximum size is 8.5" x 14". The units of measurement can be inches or millimeters. Click the name of the units, inches or millimeters, to toggle between them.

Improvements and Settings—Only the options that apply to the selected Destination Application are available.

Reduce Moire Patterns—Moire patterns are wavy, rippled lines that sometimes appear on the scanned images of photographs or illustrations, particularly newspaper and magazine illustrations. Selecting **Reduce Moire Patterns** will limit or eliminate moire patterns in the scanned image. This option is only available for the Grayscale or Color Mode at 300 dpi or less.

Invert Image—Only available for Black&White Mode, this option reverses the black and whites of an image.

Original Image



Inverted Image



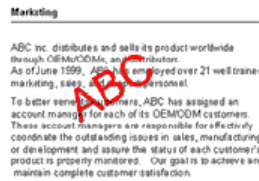
Duplex—Scan both sides of the page. If this option is not selected, the scanner will scan the front side of the page only.

Note: Because you can set Duplex and Simplex for the OneTouch buttons, there could be a conflict when you press the Simplex or Duplex button on the scanner. Regardless of the OneTouch setting, the scanner button always takes precedence. In other words, even if the LED number on the scanner has a setting for Duplex, when you press the Simplex scanner button the scanner scans in Simplex mode, and vice versa.

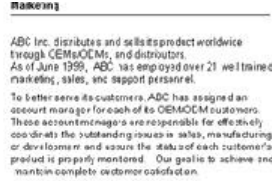
Skip Blank Originals—Skips pages that are completely blank. Typically you use this option when you will scan a stack of two-sided pages which have a number of blank sides. This option is only available for Duplex scanning.

Color Filter—Color filter is the ability of your scanner to automatically remove a color from a scanned item. For example, if you are scanning a letter with a red watermark, you can choose to filter out the red so the scanned letter just shows the text and not the red watermark. Color filter applies to Black&White or Grayscale Mode.

The original with a red watermark over black text.

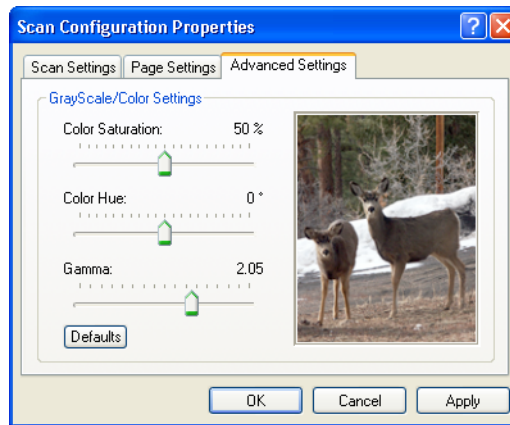


The scanned item with the red filtered out.



8. Click the **Advanced Settings** tab.

The options of the Advanced Settings tab are for the Color or Grayscale scanning mode.



9. Drag the sliders to the left and right to change the color settings. As you do, the image changes to show the effects of the new settings.

Saturation is the strength or purity of a color, hue is the color your eyes see as reflected from the image, and gamma controls the brightness of the midtones of the color.

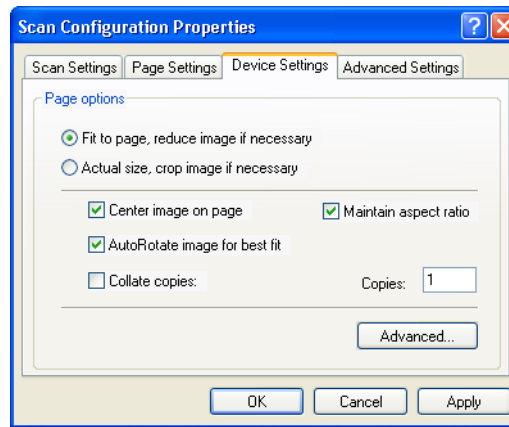
10. Click **OK** to save the new configuration.

It will now be listed in the list of Scan Configurations on the OneTouch Properties window for the appropriate Destination Applications.

THE DEVICE SETTINGS TAB

A Device Settings tab is on the Scan Configurations dialog box when your selected Destination Application sends the scanned image to a printer, fax application, or other device. You use the options on the Device Settings tab to select settings for the device.

1. Click on the **Device Settings** tab.



Fit to page, reduce image if necessary—If the scanned image is too big to be printed or faxed on a single page, the image will automatically be reduced to fit the page.

Actual size, crop image if necessary—If the scanned image is too big to be printed or faxed on a single page, the image will automatically be cropped around its edges to fit on the page.

Center image on page—The image will be printed in the center of the page instead of at the top right corner.

Maintain aspect ratio—The aspect ratio is the length-to-width relationship of the image's dimensions. Select this option so the image's relative proportions remain constant.

AutoRotate image for best fit—If the image is a Landscape format and the device is printing in the Portrait mode, or vice versa, rotate the image to fit on the page.

Collate copies—If you are printing more than one page, collate the copies. Enter the number of copies in the **Copies** box.

Advanced—Click to see additional settings for the device. The dialog box that opens is specific to the device. For example, if the device is your printer, the dialog box is your printer's setup settings.

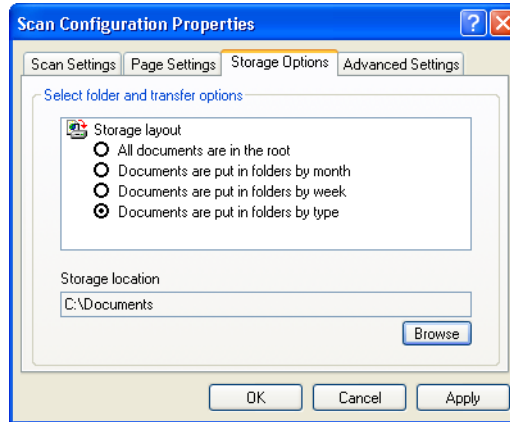
2. Click **OK** or **Apply**.

THE STORAGE OPTIONS TAB (ARCHIVE)

A Storage Options tab is on the Scan Configurations dialog box when the selected Destination Application is set as Transfer to Storage. You use the options on this tab to select where you want to save your scanned items for storage when scanning with that particular Scan Configuration. Button 7 is set as the default Archive button for scanning to storage, with Transfer to Storage as the destination. So if you want to have the Scan Configuration apply to Button 7, switch to it first before creating the new Scan Configuration.

Note: The selections you make using the Storage Options tab override the storage options that apply to the Storage Properties. This means that you can create separate Scan Configurations to store scanned items at various locations in addition to the main location set by the Storage Properties. See “Storage Properties” on page 49 and “Transferring Scanned Documents to Storage” on page 98 for more details.

1. Click on the **Storage Options** tab.



2. Click the Storage Layout options you want.

All documents are in the root—The scanned documents are saved in the root of the folder specified in the Storage Location.

Documents are put into folders by month, week, or type—Folders are created based on your selection (month, week, or type) and the scanned documents are saved in those folders. New folders are created for each month and week so you can keep track of when you scanned the documents. Type refers to the file type selected as the Page Format on the OneTouch Properties window.

By default, the location of the archived documents is at **C:\Documents and Settings\\My Documents\My OneTouch Archive** and then in a folder based on your selection for the Storage Layout. For example, if the file type is TIFF, and you select **Documents are put into folders by type**, the default location of scanned archive documents is at **C:\Documents and Settings\\My Documents\My OneTouch Archive\TIFF Documents**.

3. If you want to store your archive documents in some other location, click the **Browse** button to specify the new location.
4. Click **OK** or **Apply**.

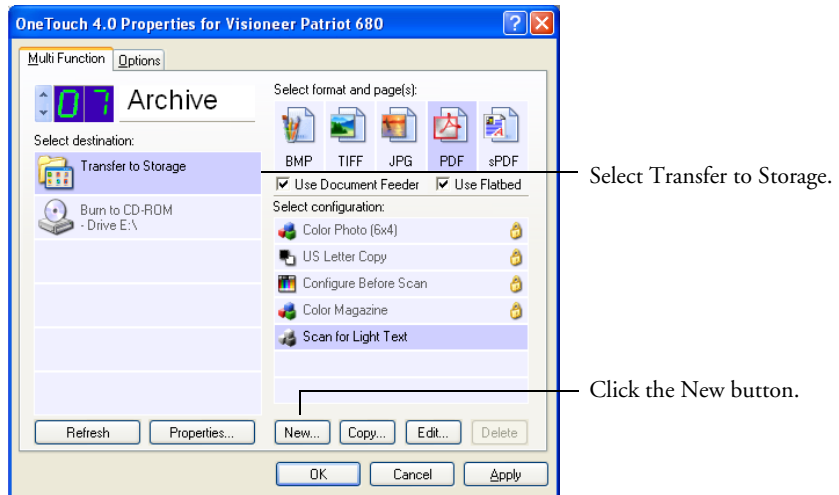
SCANNING TO MULTIPLE FOLDERS

When archiving documents with the Transfer to Storage option, you can scan them to multiple folders. For example, one folder might be for “Business Receipts,” a second folder might be for “Personal Receipts,” and a third folder might be for “Annual Receipts.”

To scan to multiple folders, you create multiple scan configurations with Transfer to Storage as the Destination Application, and assign each scan configuration to one of the scanner buttons.

Setting up multiple folders for transfer to storage:

1. Using Microsoft Windows, create the folders that you want to use for storing scanned items. Note that you can also create the folders later while creating the new scan configurations.
2. Open the OneTouch Properties window.
3. Select **Transfer to Storage** as the Destination Application.
4. Click the **New** button.

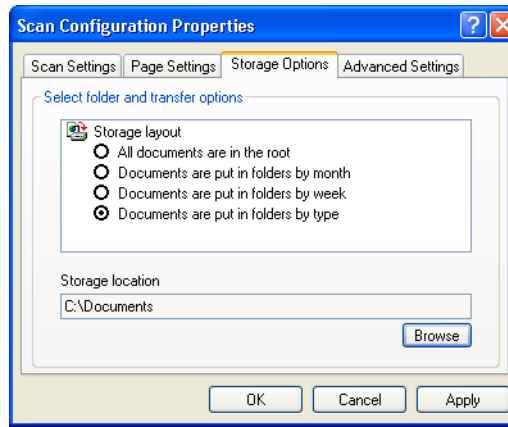


The Scan Configuration Properties dialog box opens.

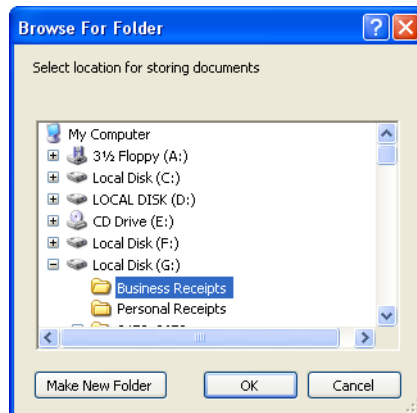
- Click the **Scan Settings**, **Page Settings**, and **Advanced Settings** tabs, and select the settings you want.

To help you remember which folder it is, give the new configuration a name that indicates the folder name, such as “Storage for Business Receipts.”

- Click the **Storage Options** tab.

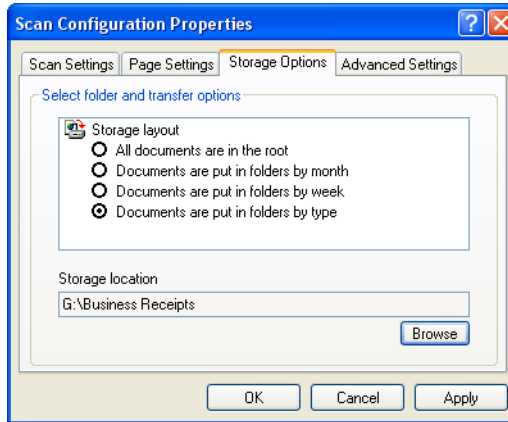


- Click the **Browse** button.
- Select the folder you created for storing the scanned documents.



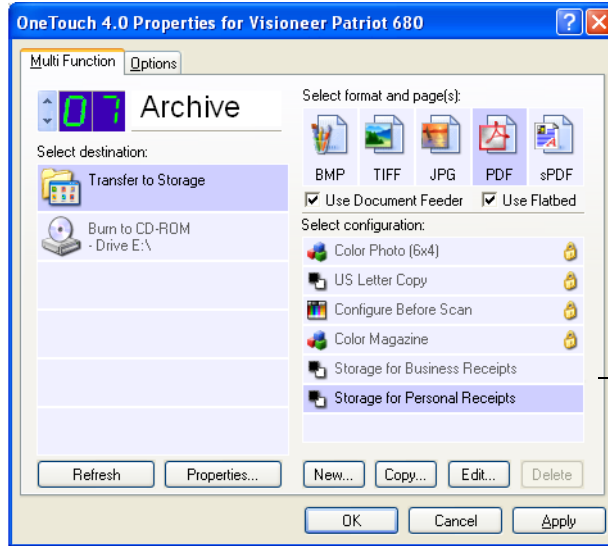
If you haven't created the folder yet, you can click the **Make New Folder** button and type the name for the new folder.

9. Click **OK**. The selected folder will now be set as the Storage Location, such as “Business Receipts.”



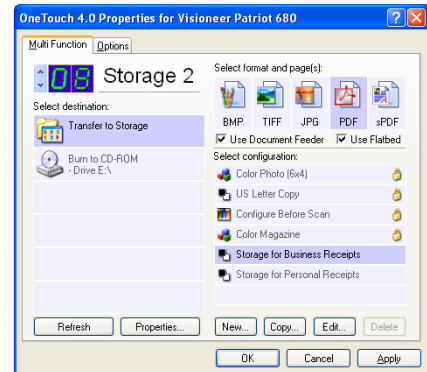
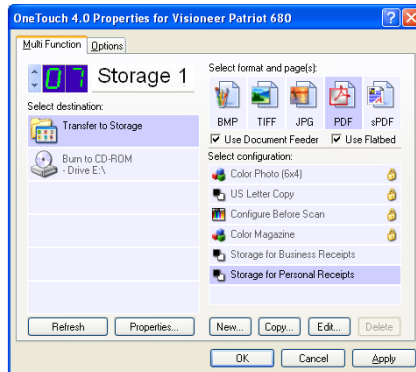
10. Click **Apply**. The new configuration is now listed as a Transfer to Storage configuration.
11. Repeat the process to create additional new configurations, such as one named “Storage for Personal Receipts.”
12. Make sure to designate separate folders as the Storage Locations for the new configurations.

You will now have multiple configurations set up for the Transfer to Storage destination, and each configuration scans documents to separate folders.



- Now click the arrow buttons to select a scanner button for each new configuration. Click **Apply** to set that button for that configuration.

The following examples show that buttons 7 and 8 have been set to scan to each of the new configurations.



Note that the button names have also been changed to Storage 1 and Storage 2 to remind you that both send documents to storage, but to different locations. To change button names, see “Renaming a OneTouch Button” on page 58.

Scan to multiple storage folders:

1. Insert the documents you want to scan to multiple storage folders.
2. Press the **Destination Selector** buttons on the scanner to get to one of the buttons set up for scanning to storage.
3. Press the **Simplex** or **Duplex** button to scan the documents.
4. When scanning is finished, re-insert the documents and press the **Destination Selector** buttons to get to the next button you have set up for scanning.
5. Press the **Simplex** or **Duplex** button to scan the documents.

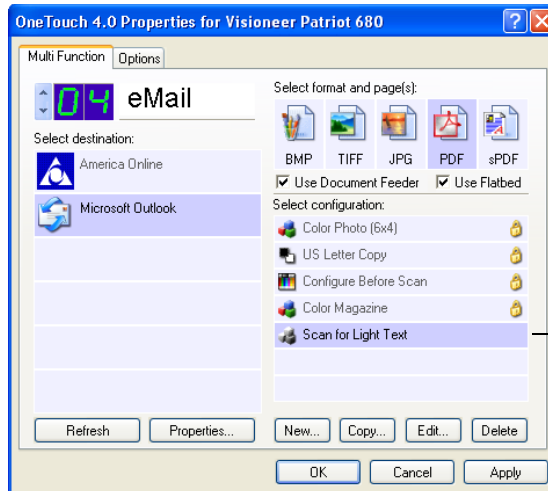
When scanning is finished, the documents are stored in the two separate folders.

EDITING OR DELETING SCAN CONFIGURATIONS

Note: Your scanner comes with a number of configurations pre-set at the factory. We recommend that you keep those configurations locked and do not edit or delete them. That way, you will always have the factory-settings available. If you do edit or delete them, and want to get the factory pre-sets back again, you will need to uninstall then re-install your scanner driver.

To edit or delete a scan configuration:

1. Open the OneTouch Properties window.
2. Select the scan configuration you want to edit or delete.



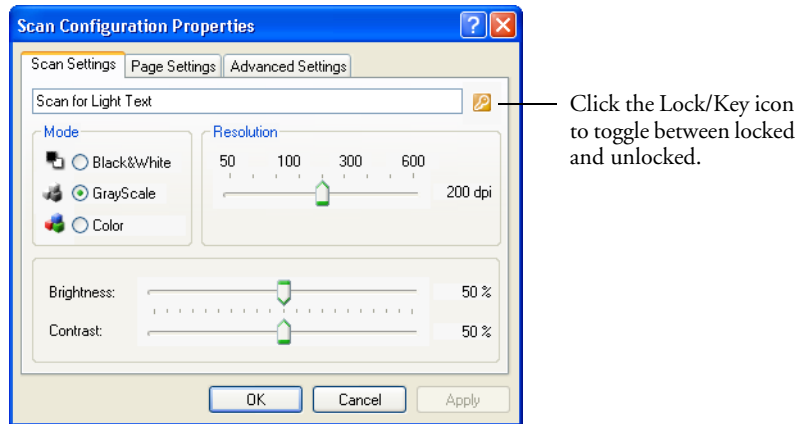
Select the scan configuration to edit or delete. It must be unlocked, as indicated by having a key or no icon displayed here.

3. To delete the configuration, click the **Delete** button.

4. To edit the configuration, click the **Edit** button.

The Scan Configuration Properties dialog box opens for that configuration.

You can make changes to a configuration, but for the changes to be saved, the configuration must first be unlocked. Click the Lock icon to unlock the configuration. Clicking it toggles between locking and unlocking the configuration. The key icon indicates the configuration is unlocked.



5. Edit the settings and click **OK**.
6. Click **OK** to close the dialog box.

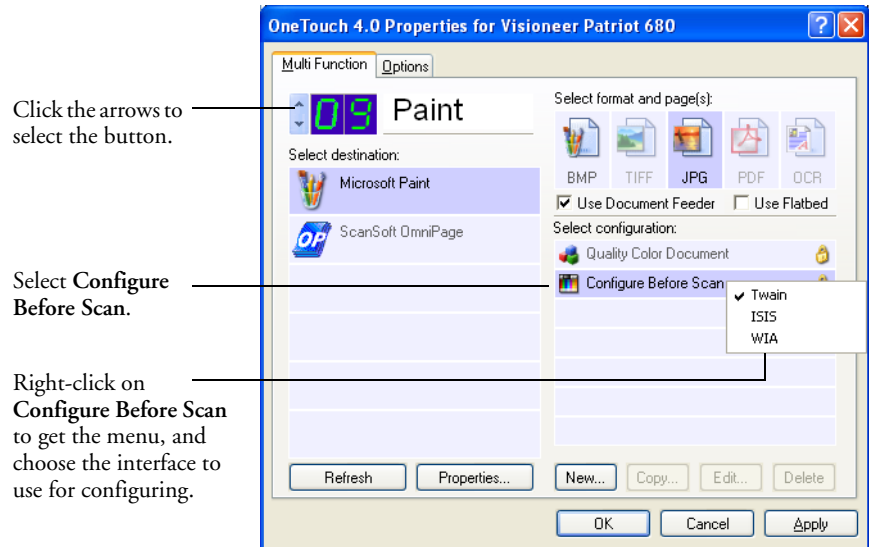
CONFIGURING BEFORE SCANNING

You can manually configure the scan settings before beginning the scanning process. In that case, you select Configure Before Scan as the Scan Setting. When you press a scan button, one of the scanning interfaces opens for you to set the scanning options.

To configure before scanning:

1. Open the OneTouch Properties window.
2. Using the arrows, choose the button that you want to set to configure before scanning.

3. Select the scan configuration **Configure Before Scan**.



4. Right-click on **Configure Before Scan** and choose an interface to use for configuring before scanning.

Some interface options may not be available, based on the drivers you installed for your scanner.

TWAIN—The TWAIN Interface opens for you to configure the scanning. See “Scanning with the TWAIN Interface” on page 107.

ISIS—The ISIS Scan interface opens for you to configure the scanning. See “Scanning with the ISIS Interface” on page 130

WIA—The Windows Image Acquisition Interface (WIA) opens for you to configure the scanning. See “Scanning with the Windows Image Acquisition” on page 125.

Note: The WIA option is only available if your computer is running Microsoft Windows XP.

5. Click **OK** or **Apply** on the OneTouch Properties window.

SCANNING WITH OPTICAL CHARACTER RECOGNITION (OCR)

Optical Character Recognition (OCR) is like a printer in reverse. Instead of printing what's on the screen onto paper, OCR converts text and numbers on a scanned page into editable text and numbers. You can then work with the text and numbers to edit, spellcheck, change font or type size, sort, calculate, and so forth.

Note: Visioneer recommends that all OCR processing use the original factory settings for OCR scanning that came with your scanner. When scanning with other settings, use at least 300 dpi for the resolution. If the original documents are of poor quality and have small type, 400 dpi can be used as the maximum resolution.

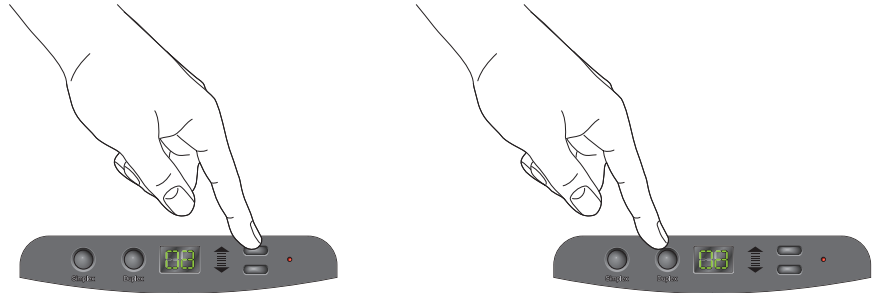
You must have installed the OmniPage Pro software on your computer in order to use the OCR options with the OneTouch 4.0 software and your Visioneer Patriot 680 scanner. OneTouch 4.0 and OmniPage Pro work together to combine scanning with OCR processing into one integrated step. OmniPage Pro is on the Disc 2 CD that you received with your scanner in case you haven't installed it yet.

If OmniPage Pro is installed, the OCR process is automatic when the page format on the OneTouch Properties window is a text format, such as DOC, TEXT, XLS, RTE, and so forth.

Note: OneTouch Button 6 is preset as your OCR button. But you can also set up any other button to scan and OCR the text.

To scan with OCR:

1. To scan using the buttons on the scanner, press the Destination Selector until the LED is at 6, then press the **Simplex** or **Duplex** button.



2. To scan from the OneTouch Button Panel, click the OneTouch icon in the Windows Notification Area, click the arrows to see Button 6, then click Button 6.



Click the arrows until Button 6 is on the panel, then click Button 6.

Your scanned pages appear in the Destination Application with their text ready for editing and other text processing.

Note: OCR scanning is also for spreadsheets so you can work in Microsoft Excel (or other spreadsheet application) with the figures and text from the original spreadsheets.

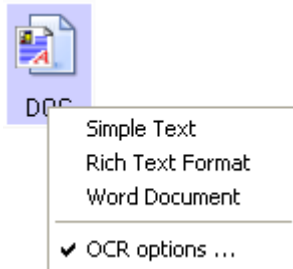
SELECTING OMNIPage OCR OPTIONS

The OmniPage OCR Options are only available if you have installed OmniPage Pro on your computer.

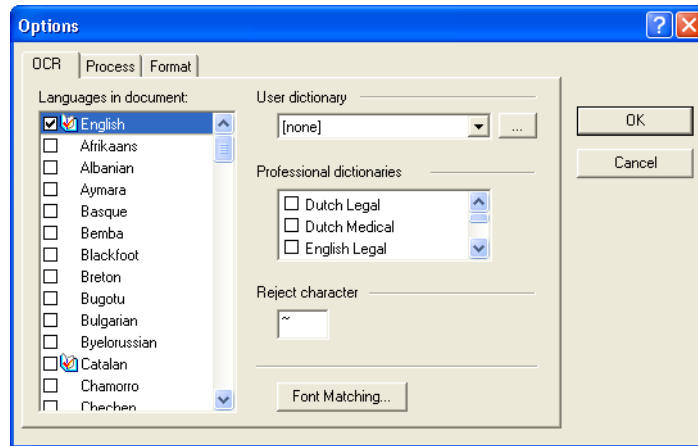
Note: OmniPage OCR options apply globally to all the OneTouch buttons that perform OCR. For example, Button 6 is set by default to OCR text, but Button 8 is not. If you reconfigure Button 8 to also OCR text, the OCR options you select for Button 8 will also apply to Button 6.

To select OmniPage OCR options:

1. Open the OneTouch Properties window.
2. Using the arrows, choose a button that has Destination Applications that use the text format as their file type.
3. Select the Destination Application to get one of the text format file types as the page format.
4. Right-click on the page format icon to see the menu.
5. Choose **OCR Options** from the menu.



The OmniPage OCR Options window opens with the **OCR** tab selected.



6. Choose the options you want from the OCR window.

Languages in Document—Select the language(s) in the documents to be scanned. These are the languages that will be recognized during the OCR process. For faster and more reliable language recognition, select only the languages in the document.

The languages at the top of the list are your recent choices. Below that the languages are in alphabetical order. Type a letter to jump to one of the languages in the list.



The dictionary icon indicates a language with dictionary support available. The dictionary is consulted to help in the OCR process. It can also offer suggestions during proofing.

User Dictionary—A user dictionary is your personal dictionary with words that you want the OCR proofreading process to recognize as legitimate words. For example, if you scan documents with highly technical terms not found in typical dictionaries, you can add them to your personal dictionary. You can also add names that you expect to be in the documents too. That way, when the OCR process proofreads the text, names will not be considered misspelled words. You can create multiple user dictionaries.

Click the menu arrow and select a user dictionary from the list. Any Microsoft Word user dictionaries detected on your computer system are also listed. A dictionary named Custom is your default Word dictionary.



To create a user dictionary, click the button next to the menu arrow. Click **New**, type a name for the dictionary, and click **OK**. Click **Close** then choose your new dictionary from the list. It will be used during the OCR process. You add words to a dictionary during the proofreading process. To turn on the proofreading process for your scanned documents, see the OmniPage Pro documentation.

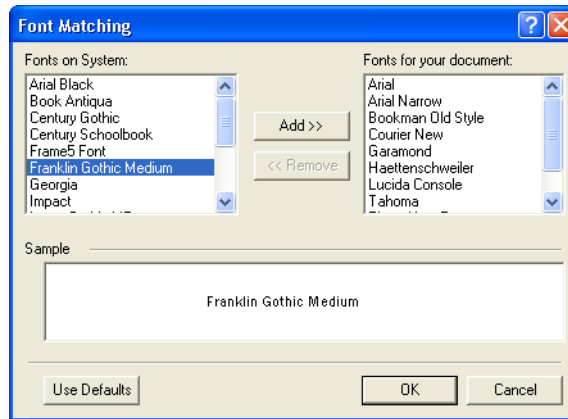
Professional Dictionaries—These are legal and medical dictionaries containing highly specialized words and phrases. The options are: Dutch Legal, Dutch Medical, English Legal, English Medical, French Legal, French Medical, German Legal, and German Medical. Click the checkbox next to a dictionary name to select it.

Reject Character—This is the character that the OCR process inserts for an unrecognizable text character. For example, if the OCR process cannot recognize the J in REJECT, and ~ is the reject character, the word would appear as RE~ECT in your document. The ~ is the default reject character.

Type the character you want to use in the Reject character box. Try to choose a character that will not appear in your documents.

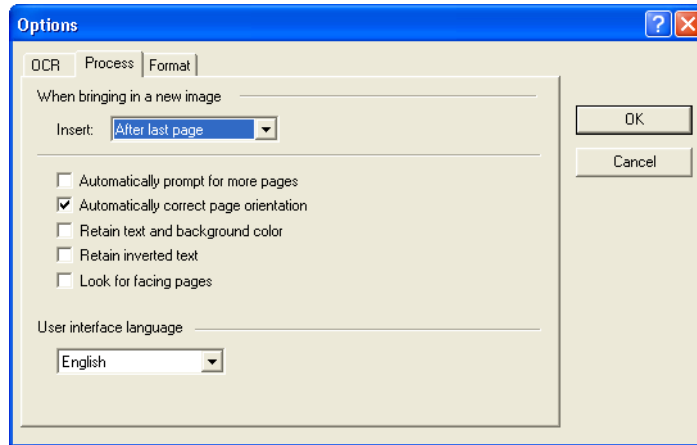
Font Matching—Your computer system usually has a number of fonts available for the OCR process to use to recognize text. However, not all of the fonts may be selected for the OCR process. Using Font Matching you can select the fonts on your computer that match the fonts in your documents.

Click the **Font Matching** button to see the Font Matching dialog box.



The list on the left are the fonts available on your computer system. The list on the right are the fonts that will be used by the OCR process to recognize the text in your documents. If possible, the list of **Fonts for your document** should include all the fonts in the documents you plan to scan. To add new fonts to that list, select a font in the **Fonts on System** list and click **Add**. Note that when you select a font, a sample appears in the text box so you can compare it with the fonts in your document to see if that's the right font. To remove a font, select it and click **Remove**. To return the lists to their defaults, click **Use Defaults**. Click **OK** when you're finished.

7. Click the **Process** tab and choose the options from the Process window.



When bringing in a new image—Click the menu arrow and select where you want new pages added to your current document. The choices are **After last page**, **After current page**, **Before current page**, and **Before first page**.

Automatically prompt for more pages—Select this option if the document is too big to fit into the scanner's paper guide.

Automatically correct page orientation—Select this option to have the OCR process check orientation and automatically rotate an improperly oriented page image by 90, 180 or 270 degrees prior to recognition. All pages are automatically straightened (de-skewed) if necessary.

Retain text and background color—If your document contains colored text or backgrounds, select this option to have them detected and displayed in the text editing application you have selected. The colored text and backgrounds will also be available for export. Deselect this option if you want color pictures in the document but do not want colored text and backgrounds. You can change the color of texts and backgrounds in the OmniPage Pro Text Editor.

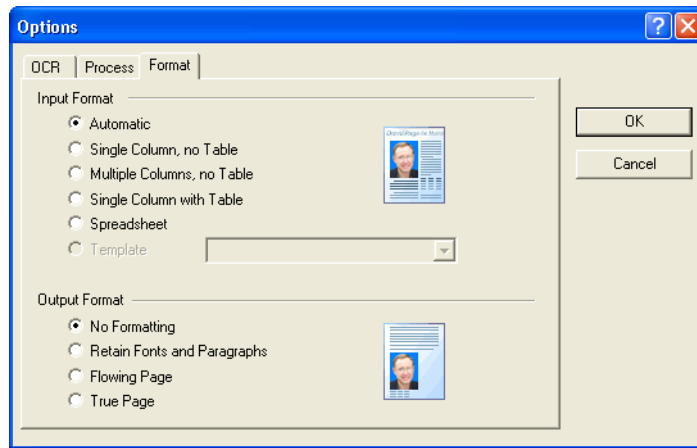
Retain inverted text—Inverted text is white or pale letters on a black or dark background. Select this option to retain inverted text, deselect it to have inverted text transformed to normal text of black text on a white background.

Look for facing pages—Select this option if you want to scan two facing pages of an open book in one step, and then to recognize and store them as two separate pages (as if they had come from two separate scannings).

User interface language—Click the drop-down arrow and select the language to use on the OmniPage windows. The available languages may differ for different parts of the world.

8. Click the **Format** tab and choose the options you want from the Format window.

Note that as you select formats, the image changes to represent the selection so you can see, at a glance, what the layout will look like.



Automatic—Choose this option to let the OCR process determine the layout of the pages. It is the fastest type of format processing. Typically you select this option when the document has different or unknown types of layouts, pages with multiple columns and a table, or pages containing more than one table. The OCR process will then determine if text is in columns, an item is a graphic or text, and tables are present.

Single Column no Table—Choose this option if the document contains only one column of text and no tables. Business letters are normally in this form. You can also use this option for documents with words or numbers in columns if you do not want them placed in a table or decolumnized or treated as separate columns.

Multiple Columns, no Table—Choose this option if some document pages contain text in columns and you want it kept in separate columns, similar to the original layout. If table-like data is encountered, it is placed in columns, not in a gridded table.

Single Column with Table—Choose this option if your document contains only one column of text and a table. The table will be placed in a grid in the text editing application you have selected. You can later specify whether to export it in a grid or as tab-separated text columns.

Spreadsheet—Choose this option if the entire document consists of a table that you want to export to a spreadsheet program, or have treated as a table. No flowing text or graphics zones will be detected.

Template—If you created a zone template in OmniPage Pro, choose a zone template file to have its background value, zones and zone properties applied to all OCR scanned pages from now on.

No Formatting (NF)—The document will be plain text, decolumnized and left-aligned in a single font and font size. You can export plain text to nearly all file types and target applications, and graphics, tables and bullets can be retained. When exporting to Text or Unicode file types, graphics and tables are not supported.

Retain Fonts and Paragraphs (RFP)—This output format retains the font and paragraph styling, including graphics and tables without columnized text. This output format is available for nearly all file types.

Flowing Page (FP)—This format keeps the original layout of the pages, including columns. This is done wherever possible with column and indent settings, but not with text boxes or frames. Text will then flow from one column to the other, which does not happen when text boxes are present.

True Page (TP)—This output format keeps the original layout of the pages, including columns. This is done with text, picture and table boxes and frames. True page is offered only for target applications capable of handling the formatting. True Page formatting is the only choice for XML export and for all PDF export, except to the file type “PDF Edited”.

9. When you’re finished selecting the OCR options, click **OK** on the **Options** window.

These options will now apply to the OCR processing when you select any scan button with a text format as the page format.

SCANNING WITH sPDF OR nPDF AND SEARCHING FOR TEXT

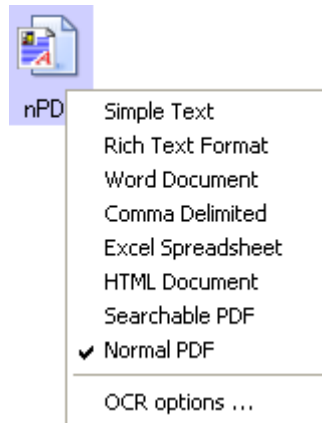
Searchable PDF (sPDF) and Normal PDF (nPDF) are special forms of an Adobe PDF file. sPDF converts scanned text into the PDF format with text search and OCR capabilities. nPDF has those same features, plus you can edit the text in an nPDF image if you have a PDF editing program. The two PDF formats can also produce images with different image quality, so you may want to experiment with them to determine which is better for your scanned documents. sPDF and nPDF are only available as page format options if you have installed OmniPage Pro on your computer.

Note: If you did not install the OmniPage Pro software as part of the scanner installation, and you choose to install it at this time, you may have to restart your computer before the sPDF and nPDF formats are available in the OneTouch software.

To scan with sPDF or nPDF:

1. Open the OneTouch Properties window.
2. Using the arrows, choose a OneTouch button to use for the sPDF or nPDF scanning.
3. Select a Destination Application that uses a text format as the page format.

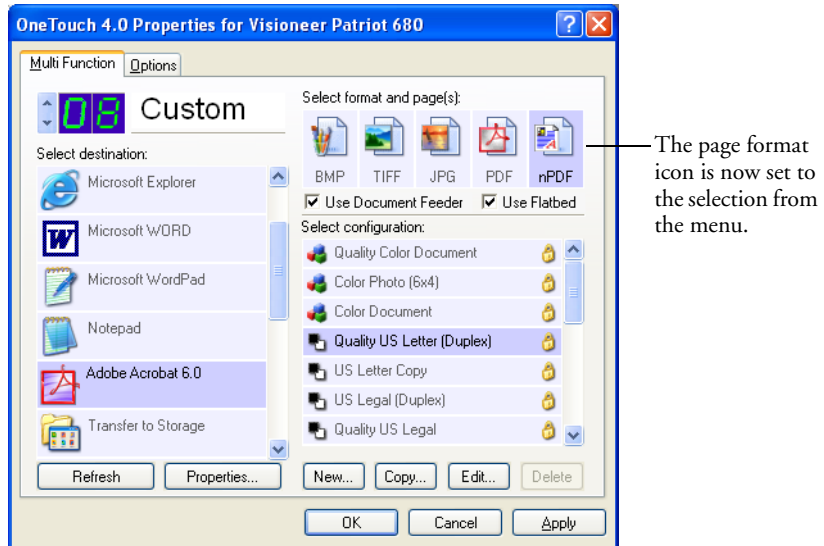
4. Right-click on the text format icon.



5. Choose the **Searchable PDF** or **Normal PDF** option for the page format.

Note: Not all Destination Applications have the sPDF and nPDF options. Microsoft Word, for example, does not have them as scanning options.

The settings for the button (button 8 in this example) now show your page format selection.



6. Choose a Scan Configuration.
7. Click **OK**.

The OneTouch Properties window closes.

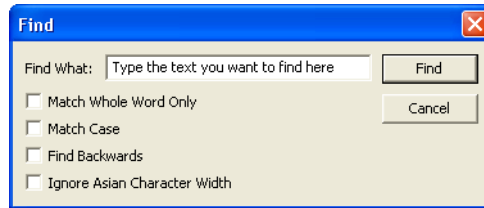
8. Now scan with that button and the scanned document will be in the sPDF or nPDF format that was selected for the button.

Note: The Transfer to Storage selection for a Destination Application also has the sPDF and nPDF options. That means you can scan and store items directly to a server in these formats.

9. To search for the text, open Adobe Acrobat Reader or Adobe Acrobat.

10. From the Adobe Acrobat **File** menu choose **Open**, and open the file you just scanned.
11. From the Adobe Acrobat **Edit** menu choose **Find**.

The Find dialog box opens.



12. Enter the text you want to find, and click the **Find** button.

See the Adobe Acrobat user manual for more about finding text in a PDF file, or about editing PDF text.

SCAN AND BURN TO A CD

If you have a CD burner attached to your computer, you can scan directly from your Visioneer Patriot 680 scanner onto a CD.

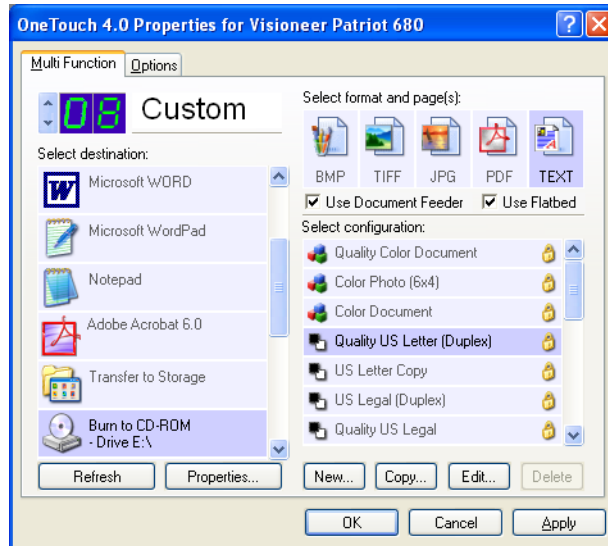
Note: This feature is available only on computers running Windows XP.

To scan and burn to a CD:

1. Put a blank CD into your computer's CD Drive.
2. Open the OneTouch Properties window.
3. Using the arrows, choose a button to use for scanning and burning to a CD.

4. Select **Burn to CD** as the Destination Application.

The Burn to CD Destination Application is only available if you have a CD burner attached to your computer, but you do not need to have a CD in the burner to select the destination.



5. Choose a Page Format and a Scan Configuration.
6. Click **OK**.

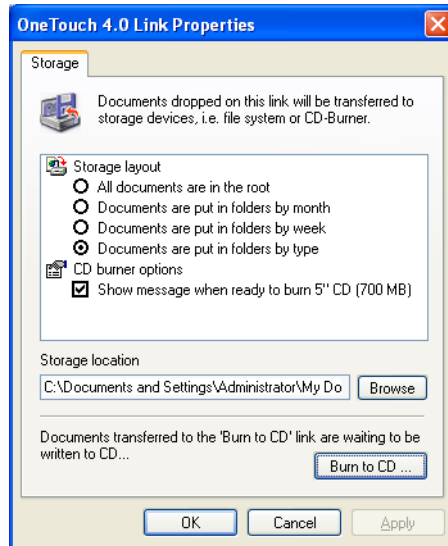
The OneTouch Properties window closes.

7. Now start scanning using the button you selected to use to scan and burn to a CD.

When scanning is finished, a bubble message on the screen tells you that files are waiting to be burned to the CD.

- Open the OneTouch window and make sure that the **Burn to CD** Destination Application is still selected and click the **Properties** button.

The OneTouch 4.0 Link Properties window opens.



- Make sure a blank CD is in the CD burner.
- Click the **Burn to CD** button.

The CD burner begins and your scanned documents are written to the CD.

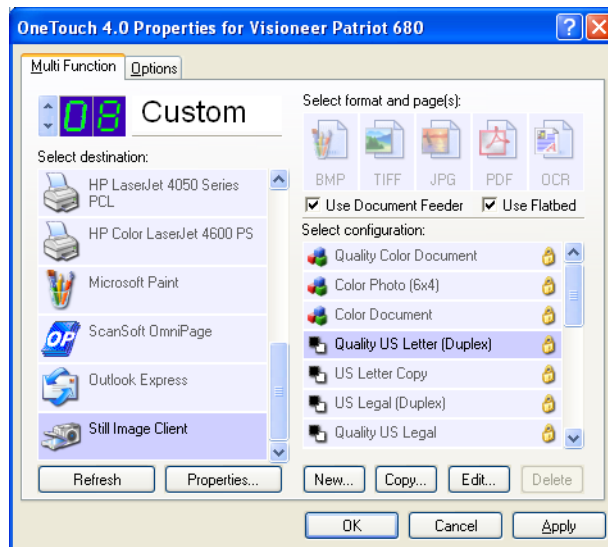
SCANNING WITH EVENT FORWARDING

If you want to specify an application to use for scanning at the start of the process, you can use event forwarding. The scanner will feed in the first page, but will then stop until you select the application to use. After you select the application, its interface will open and you can use it to continue with the scanning.

To scan with event forwarding:

1. Open the OneTouch Properties window.
2. Using the arrows, choose a button to use for the event forwarding.
3. Select **Still Image Client** as the Destination Application.

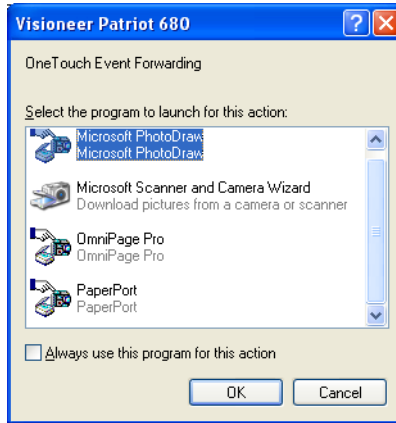
Note that you cannot choose a page format for this option because the actual destination application is not selected until after the scanner feeds in the first page of your document.



4. Choose a Scan Configuration.
5. Click **OK**.

The OneTouch Properties window closes.

6. Start scanning using the button you selected for event forwarding.
A dialog box opens for you to select the application to use for scanning.



7. Select the application in the box and click **OK**.
Now the application you selected opens and you can continue the scanning from that application's TWAIN interface.

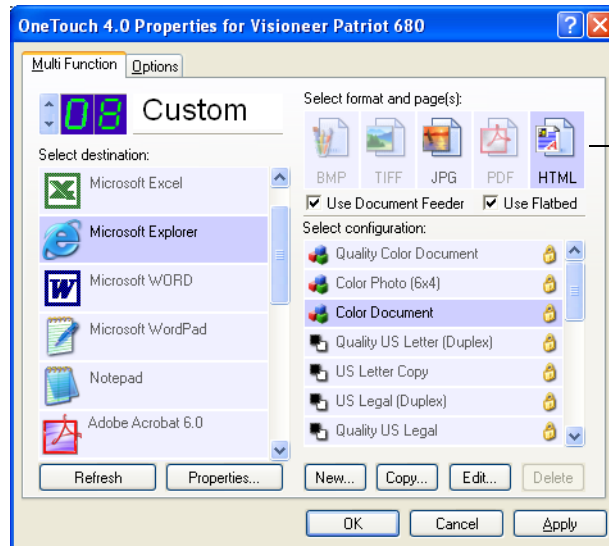
CREATING AN HTML WEB PAGE FROM YOUR SCANNED DOCUMENTS

If you scan a document, whether a single page or multiple pages, you can have the pages converted directly to HTML formatted pages for posting directly to your web site. Those pages are then viewable by visitors to your web site without the need for any internet plug-ins or other special processing. This is, essentially, from your scanner to a web-ready format in one automatic step.

To scan and create an HTML web page:

1. Open the OneTouch Properties window.
2. Using the arrows, choose Button 6 (OCR), or any other button that has Microsoft Explorer as one of its Destination Applications.
3. Select **Microsoft Explorer** as the Destination Application.

- Choose **HTML** as the Page Format.



Choose HTML

- Choose a Scan Configuration that has the settings for the image on the HTML page.

For example, if you want the image to be in color on the HTML page, choose a color configuration.

- Click **OK**.

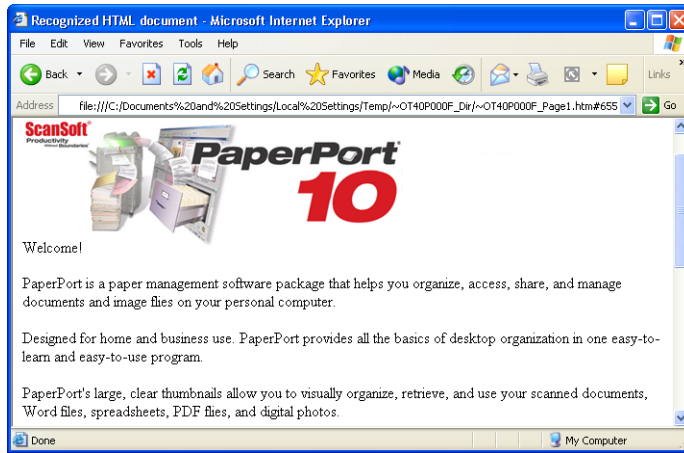
The OneTouch Properties window closes.

- Insert the document into the Automatic Document Feeder, or put a page on the Flatbed glass.
- Now on the OneTouch Button Panel, click Button 6 (or if you used another button, click it).

When scanning is finished, the document is first converted to editable text using the OCR process, then is converted into an HTML format. Microsoft Internet Explorer then opens showing your converted page.

Note: Depending on the complexity of the document, its conversion to the HTML format may take a few moments.

Note: If you have OmniPage Pro installed on your computer, you may see a thumbnail of the page. Click on the thumbnail to see the full page.



9. Choose **Save As** from the Internet Explorer **File** menu, give the page a name, and save it in the location you use for your web page files.

You may also want to write down the address shown in the Address bar to make sure you'll know where to find your new HTML page later on.

10. You can now use Microsoft Internet Explorer or other application to post the document to your web page as you would any other HTML page.

TRANSFERRING SCANNED DOCUMENTS TO STORAGE

With the Transfer to Storage scanning process, you can scan documents and save them in a folder in one step. The process is ideal for archiving documents without having to manually save or process them in any other way. If you choose a text format for the file format, the documents are also automatically converted by the OCR process into editable text and numbers before being stored.

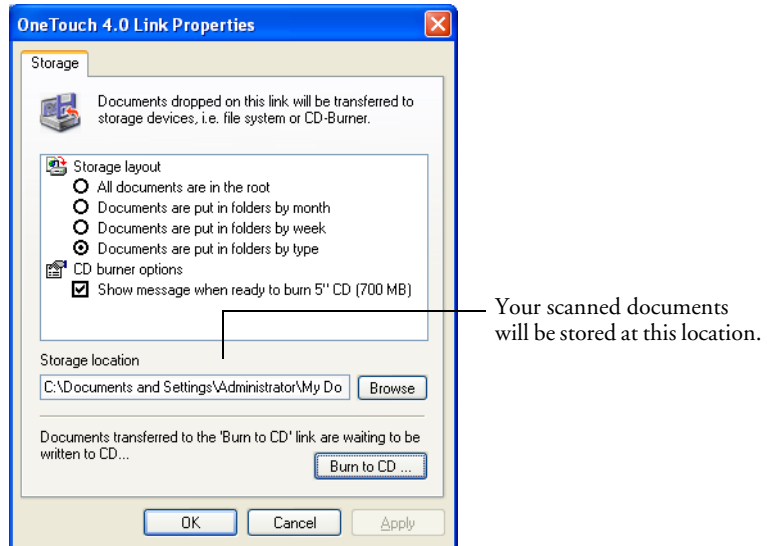
Note: OneTouch Button 7 is preset as your Archive button. But you can also set up any other button to scan to Archive the text.

1. To scan using the buttons on the scanner, press the Destination Selector until the LED is at 7, then press the **Simplex** or **Duplex** button.
2. To scan from the OneTouch Button Panel, click the OneTouch icon in the Windows Notification Area, click the arrows to see Button 7, then click Button 7.



Click the arrows until Button 7 is on the panel, then click Button 7.

Your scanned pages are stored in the location that you specified on the OneTouch 4.0 Link Properties window.

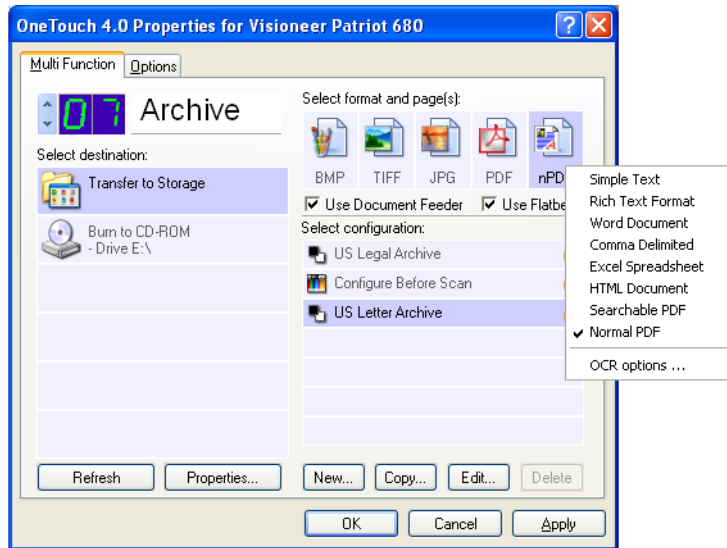


To Use OCR Before Transferring to Storage

If the documents you want to transfer to storage are text documents or spreadsheets, you can have them converted by the OCR process prior to being stored.

1. Open the OneTouch Properties window.
2. Using the arrows, choose Button 7, or any other button if it is set up with Transfer to Storage as one of its Destination Applications.
3. Choose a text format as the file format.

- Right-click on the text format icon and choose the file format for the scanned documents.



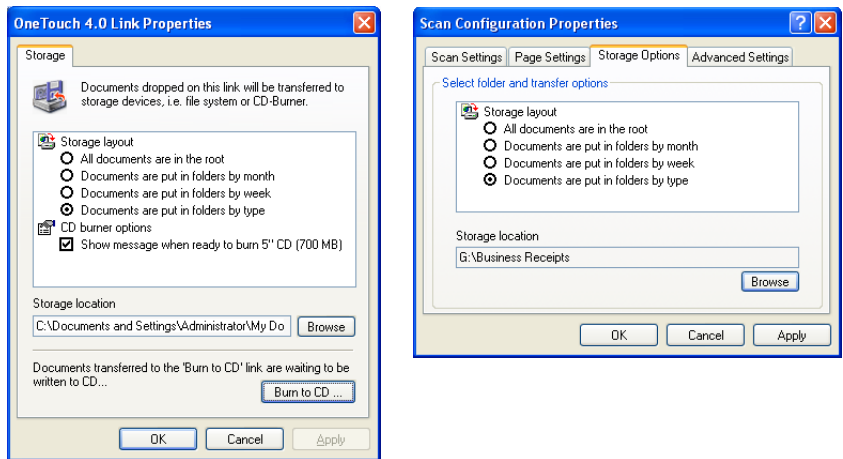
- Choose a Scan Configuration.
 - Click **OK**.
- The OneTouch Properties window closes.
- Now start scanning using Button 7 (or other button you set up for archiving).

When scanning is finished, the documents are saved in the text file format and in the location you specified.

TO TRANSFER DOCUMENTS TO A SERVER OR MAPPED DRIVE

When selecting the storage location for scanned documents, you can select a local folder, or a folder on a server or mapped drive. You select a mapped drive using the **Browse** button.

1. See “Scanning to Multiple Folders” on page 72 or “Transferring Scanned Documents to Storage” on page 98 for the steps to select the Transfer to Storage options.
2. On either the OneTouch 4.0 Link Properties window, or from the Scan Configuration Properties window, click the **Browse** button.



The Browse For Folder window opens.

3. Select a storage location on the mapped drive or server for the scanned documents.

Servers and mapped drives are represented by an icon that indicates its network connection.



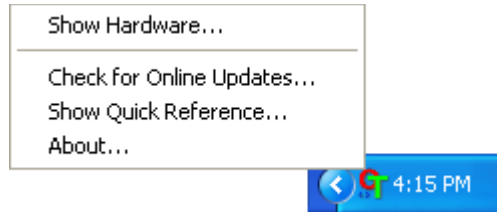
Select a mapped drive or server as indicated by the icon.

4. Click **OK**.

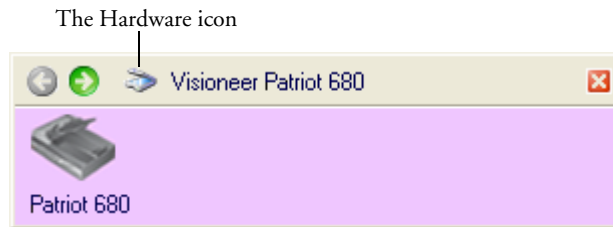
Now when you scan using Transfer to Storage as the Destination Application, the documents are stored on the server or mapped drive.

CHECKING THE HARDWARE AND SETTING THE LAMP POWER SAVING FEATURE

1. Right-click on the OneTouch icon and choose **Show Hardware** from the pop-up menu.

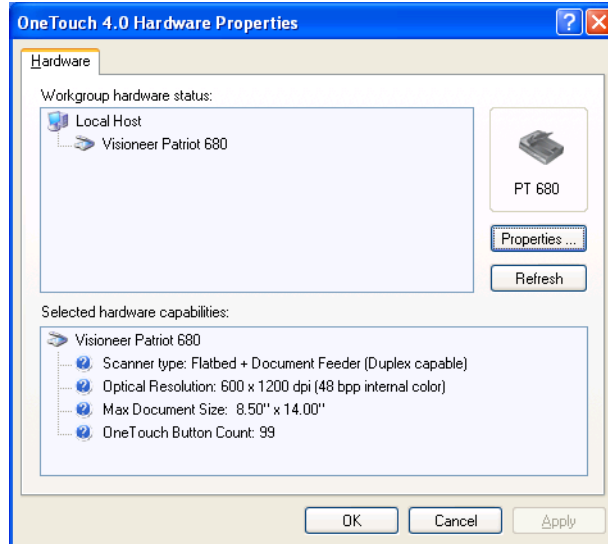


You can also click the scanner icon at the top of the OneTouch Button Panel.

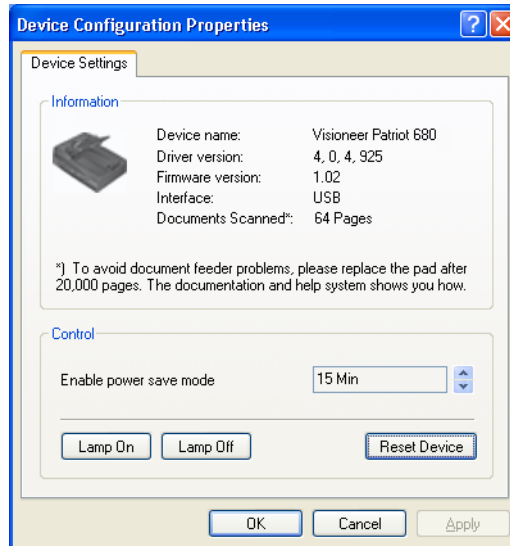


If the Hardware View of the panel is open you can also right-click on the Patriot 680 icon.

The Hardware Properties dialog box opens and shows information about your Visioneer Patriot 680 scanner.



2. Click the **Properties** button.



Your scanner has a built-in power saving feature that is set to power down after 15 minutes of idle time. You can change the time before the scanner powers down, from 10 minutes to a maximum of 10 hours.

3. Click the arrows for the Lamp timeout setting and choose a time setting.

To turn the lamp on and off manually without turning off power to the scanner, click the **Lamp On** or **Lamp Off** buttons.

To return the scanner to its factory settings, click **Reset Device**.

4. Click **OK** to save the changes and close the dialog box.

SCANNING WITH THE TWAIN INTERFACE

In addition to using the scanner buttons or the OneTouch Button Panel to scan, you can also scan using the TWAIN interface. Many applications can use TWAIN for scanning.

A Note About Your Scanner and the TWAIN standard: TWAIN is a widely recognized standard that computers use to receive images from scanners, digital cameras, and other digital devices. Many word processing, graphics, and imaging applications comply with the TWAIN standard, and you can use your scanner with any application that is fully TWAIN-compliant.

Note: If the OneTouch configuration you are using to scan is set to **Configure Before Scan**, and the selected option is **TWAIN**, the TWAIN interface opens right away. You don't need to open it from another application as explained in the following steps.

To scan with the TWAIN Interface:

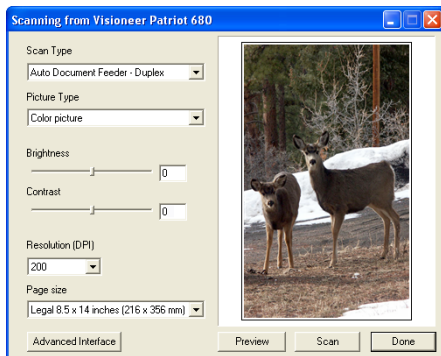
1. Open an application that is TWAIN-compliant.
Applications that are TWAIN-compliant include Microsoft PowerPoint and Microsoft Word, and many other graphics applications and word processing applications.
2. Use the application's command that opens the TWAIN interface.
For example, in Microsoft PowerPoint, from the **Insert** menu, choose **Picture** then choose **From Scanner or Camera**. Click the drop-down menu and choose **Visioneer Patriot 680**. Then click **Custom Insert**. Note that your scanner may be listed twice. One listing is for choosing TWAIN Interface, the other is usually for choosing the WIA Interface. See "Scanning with the Windows Image Acquisition" on page 125 to scan from WIA.
Other applications have steps similar to PowerPoint's.
3. The TWAIN Interface will open. If you've already scanned using TWAIN, the interface that opens is the one you used previously to scan.

Please refer to an application's user guide for the appropriate steps to open the TWAIN Interface for your scanner.

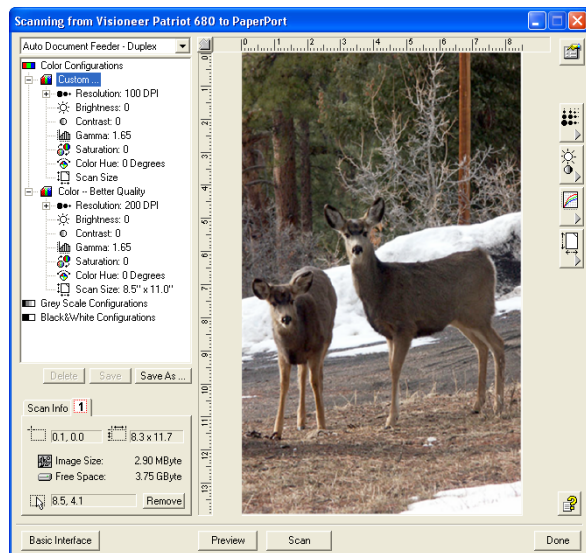
THE TWO TWAIN INTERFACE OPTIONS

When scanning with TWAIN, you have two interface options:

- **Basic Interface**—Use the Basic Interface if you don't need to make many adjustments to the image before scanning. You can adjust brightness, contrast, resolution, page size, and picture type. You can also choose to scan from the ADF or Flatbed. See “Scanning from the TWAIN Basic Interface” on page 109.
- **Advanced Interface**—The Advanced Interface includes all the settings of the Basic Interface, plus a wide range of more advanced settings, such as color saturation, gamma, and hue. See “Scanning from the TWAIN Advanced Interface” on page 111.



The **Basic Interface** has the settings for scanning typical documents.



The **Advanced Interface** has all the scan settings of the Basic Interface, plus a range of additional settings for more advanced image adjustment.

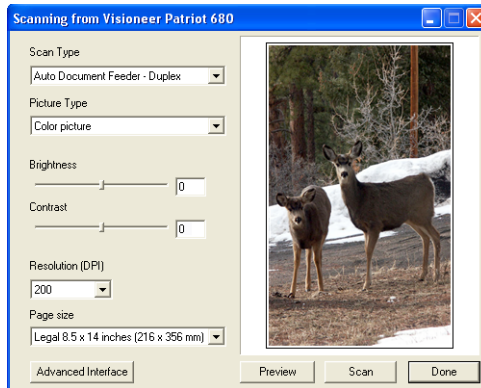
Basic Interface

Advanced Interface

To switch between the Basic and Advanced Interfaces, click the **Basic Interface** or **Advanced Interface** button.

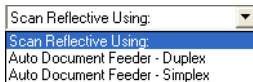
SCANNING FROM THE TWAIN BASIC INTERFACE

The Basic Interface can scan a preview of the image so you can adjust its appearance before scanning the final image. After adjusting the appearance, you click the **Scan** button on the Basic Interface (not on the scanner) to scan the item.



Click the Advanced Interface button if you would rather scan with the Advanced Interface.

To scan from the Basic Interface:



- From the **Scan Type** menu, choose the option to scan:
 - **Auto Document Feeder-Duplex**—Scans two-sided documents from the Automatic Document Feeder.
 - **Auto Document Feeder-Simplex**—Scans one-sided documents from the Automatic Document Feeder.
 - **Scan Reflective Using**—Scans the document on the Flatbed.
- Choose the color, grayscale, or black and white option from the **Picture Type** menu.

Note: If you want to preview the document before scanning from the ADF, make sure only one page is loaded into the scanner.

A rectangular button with a light beige background and a thin dark border. The word "Preview" is centered on the button in a dark, sans-serif font.

3. Click the **Preview** button.

The scanner scans the item and displays a preview image. You can now use the options on the Basic Interface to adjust the image.

Note: If you want to preview a stack of pages, use one of the pages as a test page and load it into the scanner. Click the **Preview** button and adjust the scanner settings. Then replace the page on the stack at its original position and load the stack into the scanner. Then just click the **Scan** button.

4. Adjust the **Brightness**, **Contrast**, and **Resolution** until the picture is what you want. You can also change the picture type again, for example, from color to grayscale.
5. When you are satisfied with the preview image, remember to place the document into the ADF again if you're scanning a stack of pages. Click **Scan**.
6. When you're finished scanning items, click **Done** to close the Basic Interface.
7. The scanned images will appear in the TWAIN application you're using.

SCANNING FROM THE TWAIN ADVANCED INTERFACE

The Advanced Interface has a wide range of image adjustments for scanning.

1. Open the TWAIN Interface as from a TWAIN-compliant application.
2. If the Basic Interface opens, click the **Advanced Interface** button.

Advanced Interface

The Advanced Interface opens.

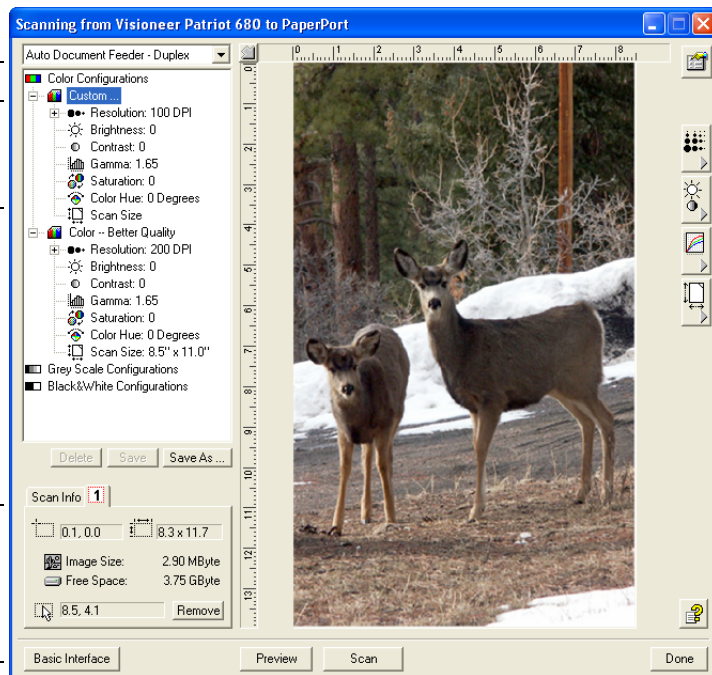
Choose from this menu to scan from the ADF Simplex (one-sided), Duplex (two-sided), or Reflective (from the Flatbed).

Click an icon to select a configuration—Color, Grey Scale, or Black&White. Clicking the “+” sign in front of Custom shows Custom’s scan settings.

Click a setting in the list to change it. The setting’s options appear on the right side of the Advanced Interface where you can make changes if necessary.

Check the Scan Info to make sure your computer has sufficient space for the image. Warning icons on this box appear if your computer does not have enough space for the scanned image’s file.

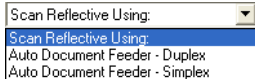
If you don’t need all the features of the Advanced Interface, click Basic Interface to return to it.



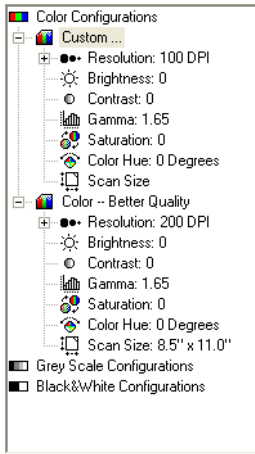
Click Preview to view the image in the window.

When you are satisfied with the scan settings, click Scan.

Click Done to close the Advanced Interface.



3. From the **Scan Type** menu, choose the option to scan:
 - **Auto Document Feeder-Duplex**—Scans two-sided documents from the Automatic Document Feeder.
 - **Auto Document Feeder-Simplex**—Scans one-sided documents from the Automatic Document Feeder.
 - **Scan Reflective Using**—Scans the document on the Flatbed.



4. Click one of the icons to select a configuration.

For example, select **Color Configurations** and then select **Custom** to scan a color item with the preset Custom scan settings.

The configuration settings appear as a list. Click the + (plus) sign to see the full list. Click the - (minus) sign to collapse the list.

- **Color** scans the image in full color. Use this setting to scan color photographs and other color images. The file size is the largest of the image type options.
 - **Grey Scale** scans the image using up to 256 true shades of gray. Use this setting to scan black and white photographs and other higher quality black and white images. You can also scan a color photo with this setting to turn its colors into gray shades. The file size is about one third the size of a color scan.
 - **Black&White** is for letters, memos, pen and ink drawings, and other black and white material. This setting produces the smallest file size for scanned items.
5. Click the **Preview** button to preview the image before scanning.
 6. Review the image to determine if adjustments are needed.
 7. To adjust a setting, click the setting in the list on the left below the selected configuration.

A panel opens on the right side of the Advanced Interface for the selected setting. Select new options on that panel. See “Adjusting the Image with the Advanced Interface” on page 114 for details about changing scan settings.

8. (optional) To preview the image again, put the document back into the scanner Automatic Document Feeder if you're scanning from it, and click the **Preview** button again. Readjust the settings if necessary.
9. When you're satisfied with the image, load all the documents into the ADF Input Tray and click the **Scan** button.
10. When you're finished scanning items, click **Done** to close the Advanced Interface.

A scan progress window opens. To Cancel scanning while it is in progress, click the **Cancel** button on the progress window.

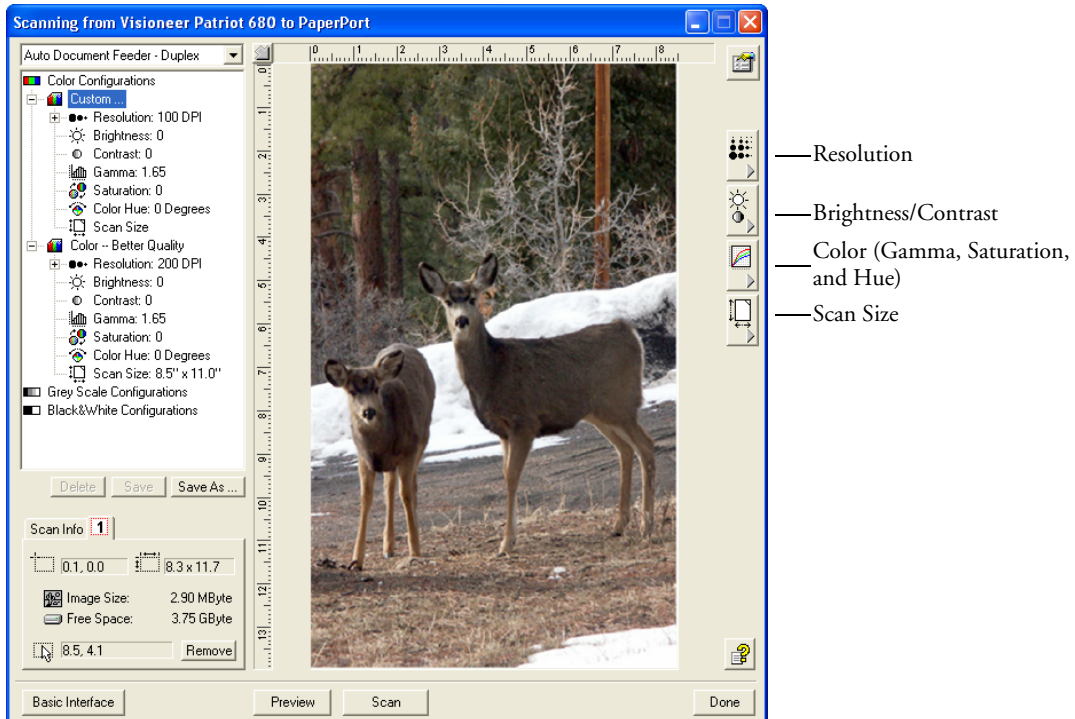
11. The scanned images will appear in the TWAIN application you're using.

ADJUSTING THE IMAGE WITH THE ADVANCED INTERFACE

You can adjust the scan settings on the Advanced Interface to produce the best possible image for the documents you're scanning.

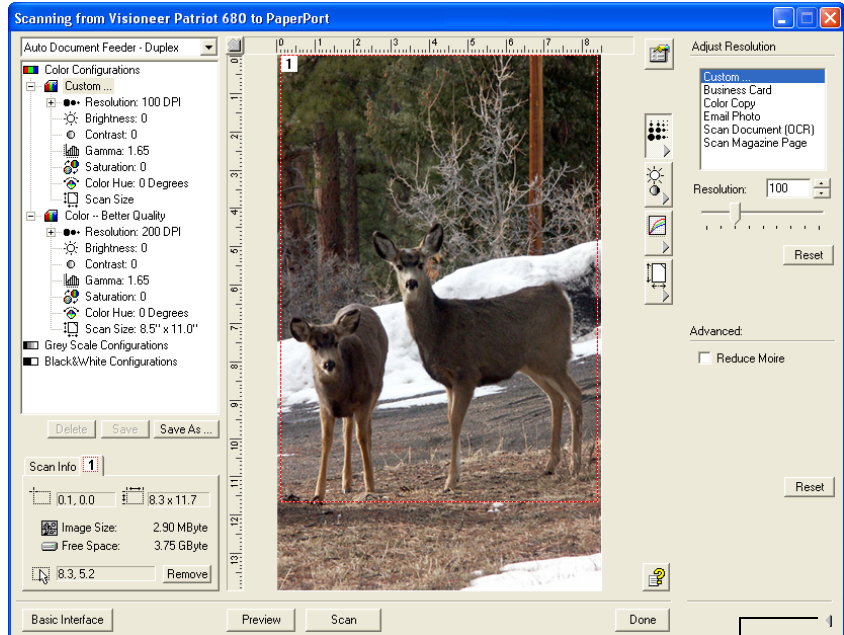
To adjust a setting:

1. On the left side of the Advanced Interface, select a configuration, for example, **Color Configurations**.
2. Click a setting in the list of settings, or click its corresponding button on the right side of the Advanced Interface.



Note: The list of scan settings for a configuration applies only to that type of configuration. For example, the Black&White Configuration does not have a setting for adjusting the Color Hue.

The following figure shows an example of the Advanced Interface if you click the **Resolution** setting in the list, or click the **Resolution** button.



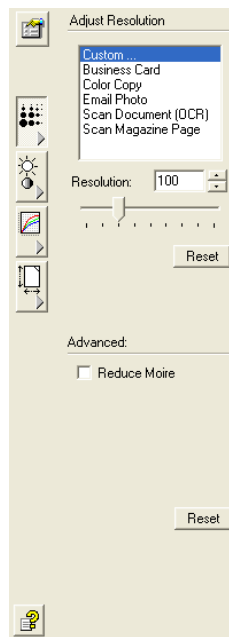
Click to close the settings panel

Note: The information in the scan settings list and the options you select on the various settings panels are interactive. As you change the settings on the panel, the numbers in the list on the left also change.

ADJUSTING THE RESOLUTION

Resolution determines the amount of detail you can see in the scanned image. The resolution setting for a scan is in dots-per-inch (dpi). The higher the resolution, the finer the details. However, higher dpi settings also take longer to scan and produce larger file sizes. Usually the higher resolution settings are used for precision work, such as photographs or fine artwork.

The following figure shows the resolution options.



Note: The location of various buttons on the panels may be slightly different on your Advanced Interface window. The appearance of the window depends on your computer monitor's screen resolution.

To adjust the resolution:

1. To use one of the preset resolutions for typical scanned items, click one of the options in the list.

For example, to set the resolution for scanning a business card, select Business Card. That setting is preset to read small print on a typical business card.

2. To set the resolution manually, drag the **Resolution** slider to the left to decrease the resolution or to the right to increase it.

You can also type a number directly into the resolution setting box, or click the up and down arrows to increase or decrease the setting. The resolution settings on your Visioneer Patriot 680 scanner range from 50 dpi to 600 dpi.

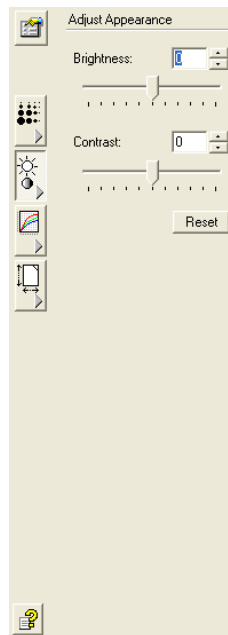
3. Click **Reset** to return the resolution to its original setting.

The resolution panel also includes an advanced setting for Moire patterns. Moire patterns are wavy, rippled lines that sometimes appear on the scanned images of photographs or illustrations, particularly newspaper and magazine illustrations. To scan the image and limit or eliminate moire patterns, select the **Reduce Moire** option. This option is only available from 50 to 300 dpi.

ADJUSTING THE BRIGHTNESS AND CONTRAST

Sometimes an item is scanned with the brightness and contrast set to be too light or too dark. For example, a note written with a light pencil may need to be scanned darker to improve legibility.

The following figure shows the brightness and contrast options. Contrast is only available for Color and Gray Scale configurations.



To adjust the brightness and contrast:

1. Drag the **Brightness** slider to the left to make the item darker or to the right to make the item lighter.
2. Drag the **Contrast** slider to the left to decrease the contrast or to the right to increase the contrast.

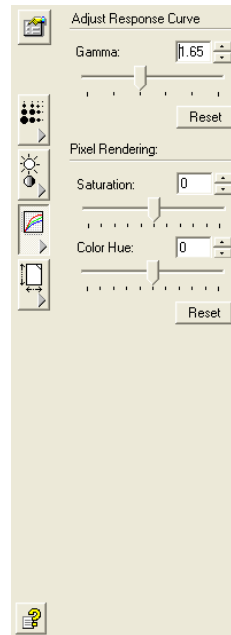
You can also type a number directly into the brightness or contrast setting boxes, or click the up and down arrows next to the box to increase or decrease the setting.

3. Click **Reset** to return the settings to their original numbers

ADJUSTING GAMMA, SATURATION, AND COLOR HUE

If you're using the Color Configuration to scan, you can adjust a group of color settings. Gamma controls the brightness of the color midtones. Saturation is the strength or purity of a color and hue is the color your eyes see as reflected from the image.

The following figure shows the color options.



To adjust the color settings:

1. Drag the **Gamma**, **Saturation**, and **Color Hue** sliders to the left to decrease the settings or to the right to increase the settings.

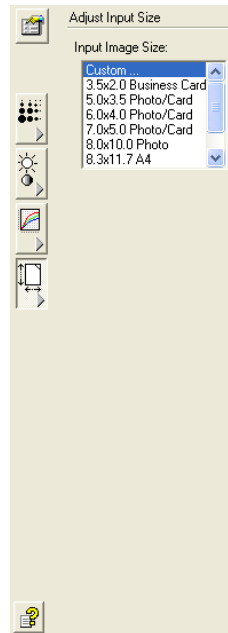
You can also type a number directly into the setting boxes, or click the up and down arrows next to the boxes.

2. Click **Reset** to return the settings to their original numbers.

ADJUSTING INPUT SIZE

You can scan documents up to 8.5" x 14", but you can select other scan sizes, or adjust the input size to scan only specific sections of an image. For example, if you're scanning a photograph and want to focus on one section, adjusting the input size removes the rest of the photograph from the final scanned image.

The following figure shows the input size options.

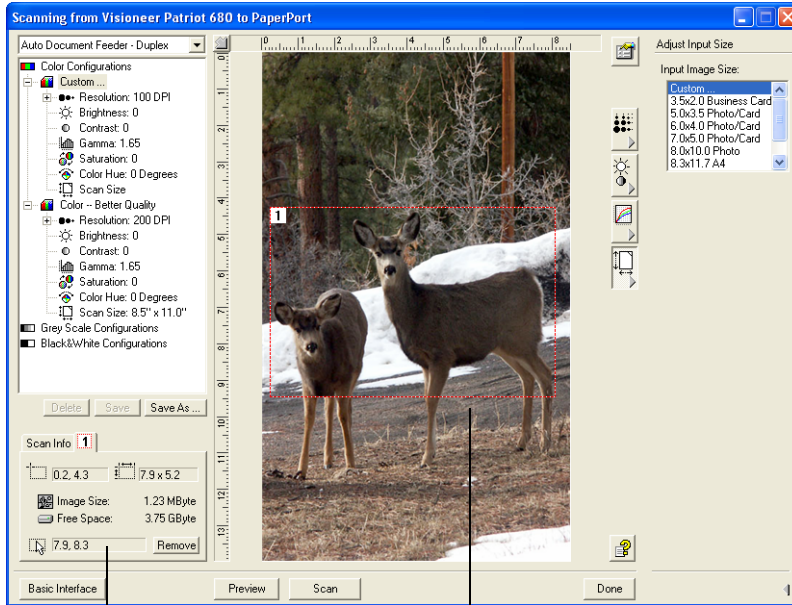


To set the image size:

1. Select the image size from the menu.

A dotted outline shows the selected area in the image.

The following figure shows an example of a manually selected area.



The Scan Info box shows the size and position of the area.

The selected scan area.

This is the image that appears when scanning is finished.



- You can now move or resize the outline to select the specific area you want to scan.
- To move the dotted outline, put the pointer in the selected area and drag the mouse.
 - To resize the area, put the pointer on a dotted line and drag it. As you drag a dotted line, the menu selection for the image size changes to **Custom** to indicate you are customizing the size. The Scan Info box on the lower left portion of the Advanced Interface shows the information for the new area.
 - If the dotted line is not exactly where you want it, put the pointer on the line and drag the mouse.
 - If you want to remove the selected area and start over, click **Remove** on the Scan Info box.

Note: Clicking **Remove** causes the entire 8.5" x 14" area to be selected.

THE RULER UNITS

The ruler around the edges of the image help you precisely position a custom sized image. You can change the ruler units to suit the type of measurements you want.

To set the ruler units:

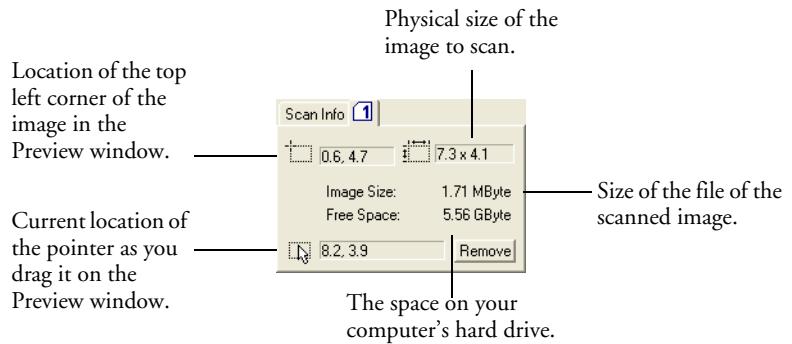


Click the **Ruler Units** button.

The ruler units across the top and down the side of the window cycle through centimeters, inches, and pixels.

THE SCAN INFO BOX

The following figure shows the information on the Scan Info box.



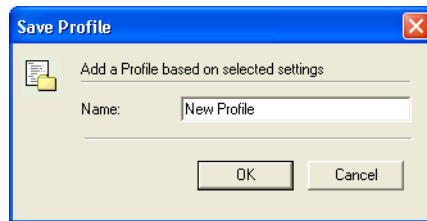
CREATING A NEW ADVANCED INTERFACE PROFILE

You cannot change the settings of the preset profiles in the Advanced Interface. However you can create new profiles and save them for future use.

To create a new profile:

1. On the Advanced Interface, select one of the preset profiles, for example, Black&White Configurations/Custom.
2. Adjust the settings as required and then click the **Save As** button.

The Save Profile dialog box opens.



3. Type a name for the new profile and click **OK**. The name must be at least two characters long.

Your new profile is added to the configuration list.

To change or delete a profile you created:

1. Select your profile from the configuration list.
2. Make changes to the profile as needed, and then click **Save**.
3. If you want to delete the selected profile, click **Delete**.

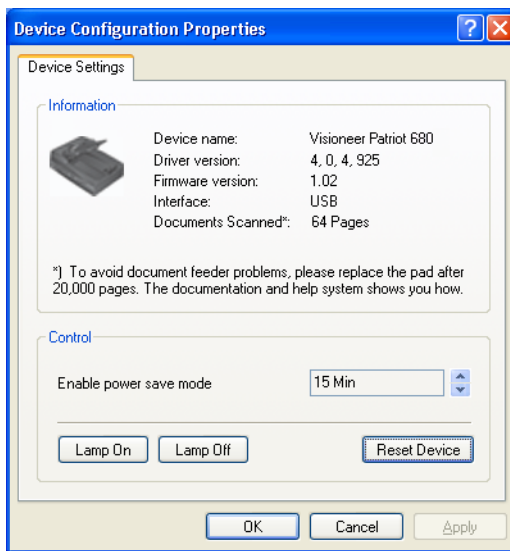
DISPLAY THE DEVICE CONFIGURATION



1. Click the **Device Configuration** button on the Advanced Interface.

The Device configuration window opens and shows the information about your scanner.

See the section “Checking the Hardware and Setting the Lamp Power Saving Feature” on page 104 for more information about the device settings.



SCANNING WITH THE WINDOWS IMAGE ACQUISITION

Microsoft Windows includes its own set of options—known as Windows Image Acquisition (WIA)—for acquiring images from scanners, digital cameras, and other digital devices.

This section shows how to use Microsoft Paint to scan using the WIA interface, but you can use other Windows applications as well.

Note: Scanning with the Windows Image Acquisition (WIA) is only available if your computer is running Windows XP.

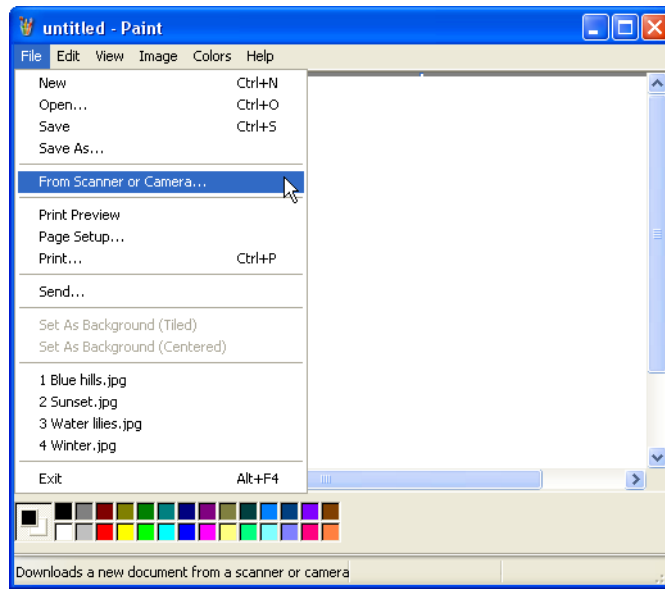
Note: Duplex (two-sided) scanning is not available from WIA.

To scan using WIA from Microsoft Paint:

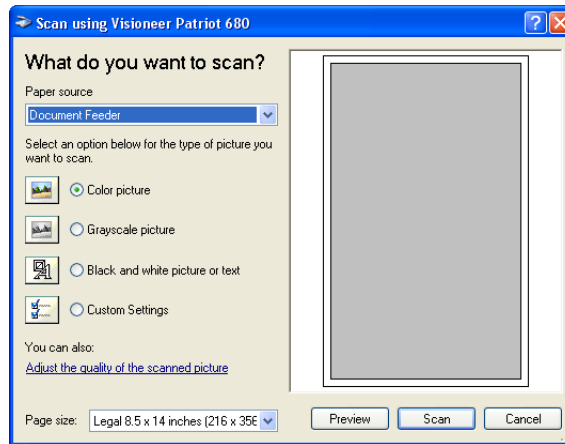
1. On the Windows taskbar, click **Start**, point to **All Programs**, point to **Accessories**, and then click **Paint**.

The Paint window opens.

2. From the **File** menu choose **From Scanner or Camera**.



The **Scan using Visioneer Patriot 680** window opens. Use this window to select scanning options and start the scan process.



3. From the Paper Source drop-down list, choose **Document Feeder** to scan from the Automatic Document Feeder, or **Flatbed** to scan a from the Flatbed glass.
4. If you're scanning from the Automatic Document Feeder, select a paper size from the Page Size list.

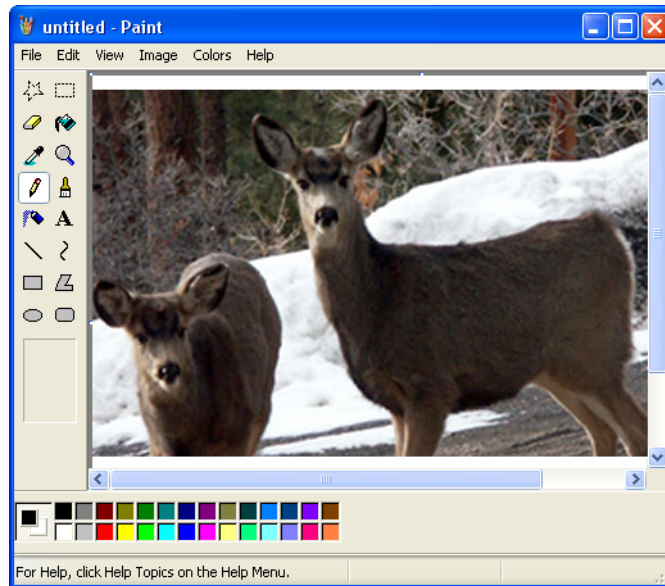
If you're scanning from the Flatbed glass, you can change the size of the scanned image after seeing a preview.

5. Click **Preview** to preview the image before scanning.

The image is displayed on the right side of the window.

Note: If you preview when scanning a stack of documents, the first page of the stack feeds through the ADF for the preview. After adjusting the scanner settings, replace that page on the stack so it is scanned with the rest of the pages.

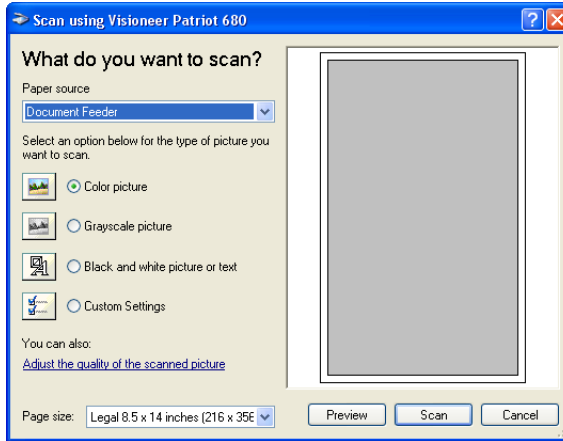
6. Adjust settings of the previewed image as desired:
 - Change the button selection for the type of image.
 - Adjust the custom settings; refer to the next section, “Fine Tuning Your Scans”.
 - If you’re scanning from the Flatbed, change the size of the scanned image. To do this, click and hold the mouse pointer over one of the four sizing-boxes on the corners of the previewed image. Then drag the box to increase or decrease the size of the image.
7. Preview the image again. When you are satisfied with the image, click the **Scan** button.
8. The scanned images will appear in Microsoft Paint (or other TWAIN application you’re using).



FINE TUNING YOUR SCANS

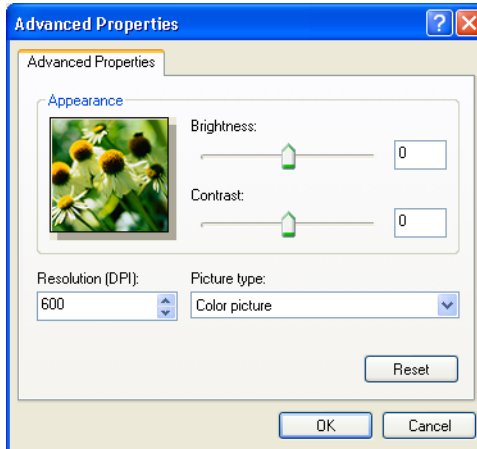
You can select new settings before you scan an item to fine tune exactly how you want to scan a particular item.

To select the scanner settings before you scan:



9. On the scan window, click **Adjust the quality of the scanned picture**.

The Advanced Properties dialog box opens.



10. Select the options for scanning.

Brightness and **Contrast**—Drag the sliders to the right or left to adjust the brightness and contrast of the scanned image. The Contrast setting does not apply to the setting **Black and White picture or text**.

Resolution (DPI)—Click the menu arrow and choose the dots per inch (dpi) of the resolution. The maximum resolution is 600 dpi; the minimum is 50 dpi. The higher the dpi setting, the sharper and clearer the scanned image. However, higher dpi settings take longer to scan and produce larger files for the scanned images.

Picture type—Click the menu arrow and choose the most appropriate type for the item you're scanning.

11. Click **OK**.

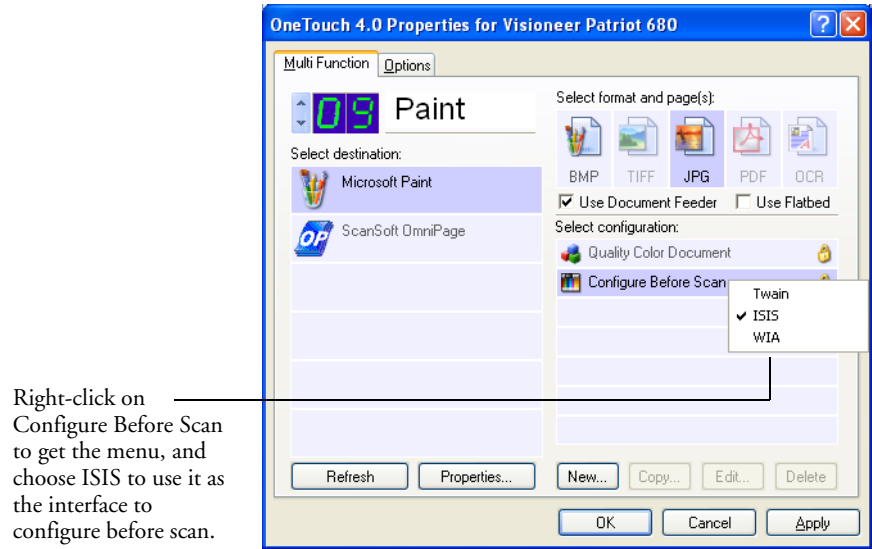
The Custom Settings button is now set to scan with the options you selected.

If you want to reset the settings and start over, click **Reset**.

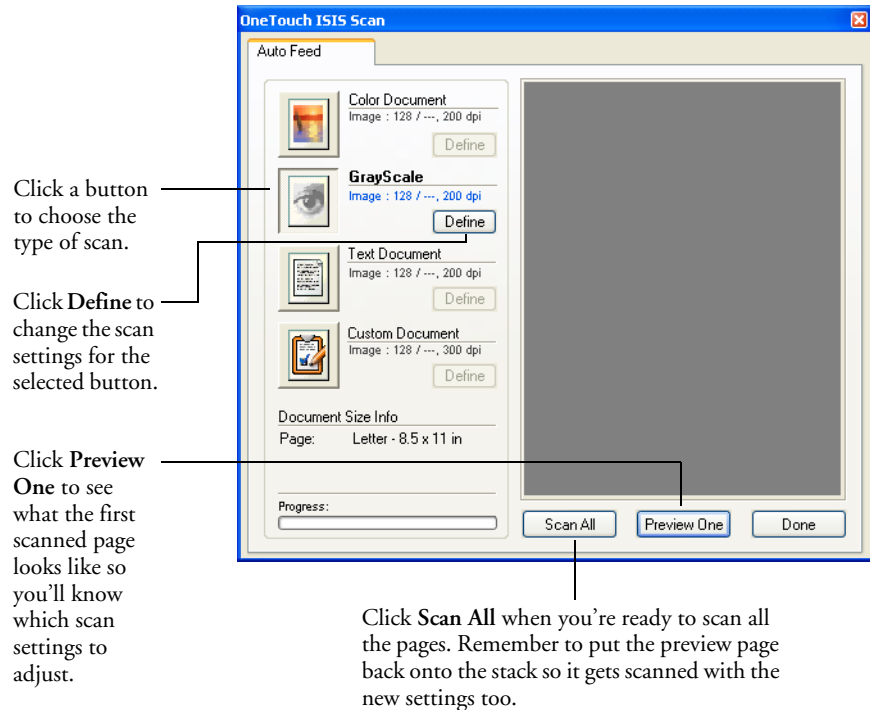
SCANNING WITH THE ISIS INTERFACE

The ISIS interface for scanning opens when you scan with a OneTouch button that has **Configure Before Scan** set as the Configuration, and ISIS selected as the interface to use.

ISIS is selected by right-clicking on the **Configure Before Scan** configuration and selecting it from the menu.



When you press the button to scan, the OneTouch ISIS Scan window opens. Use this window to select scanning options and start scanning.



1. Click the button most appropriate for the item you're scanning.
2. Click **Preview One** to preview the image before scanning.

The image is displayed on the right side of the window.

Note: If you preview when scanning a stack of documents, the first page of the stack feeds through the ADF for the preview. After adjusting the scanner settings, replace that page on the stack so it is scanned with the rest of the pages.

3. Click the **Define** button and adjust the scan settings, if necessary.

You can also click one of the other scan type buttons if you would rather scan with it. For example, if **Color Document** is selected you can click **GrayScale** in case you decide to scan with it instead.

- When you're ready to scan, replace the preview page in its original position in your document then press **Scan All**.

The document is scanned with the new scan settings.

ADJUSTING THE ISIS SCAN SETTINGS

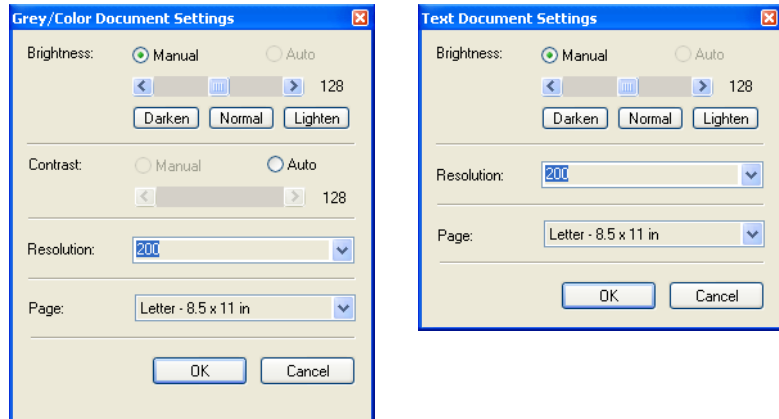
You can adjust the scan settings for the selected type of scan.

Note: Some of the options for the ISIS scan settings are “grayed out” and are not available. Grayed out options are not appropriate for your Visioneer Patriot 680 scanner.

To adjust the Color Document, GrayScale, or Text Document settings:

- On the OneTouch ISIS Scan window, click the **Color Document** button, the **GrayScale** button, or the **Text Document** button, then click the **Define** button.

The dialog box on the left opens for the Grey/Color Document Settings. The dialog box on the right opens for Text Document Settings. A Text Document scan is in Black and White.



Brightness—Drag the sliders or click the arrows to the right or left to adjust the brightness one unit at a time. Click the buttons **Darken**, **Normal**, or **Lighten** to move the slide in larger steps.

Contrast—Contrast is set automatically for Color Document or GrayScale Document. Because the Text Document option scans in Black and White, the contrast option does not apply.

Resolution—Click the menu arrow and choose a resolution (dpi). Your Visioneer Patriot 680 scanner can scan at up to 600 dpi.

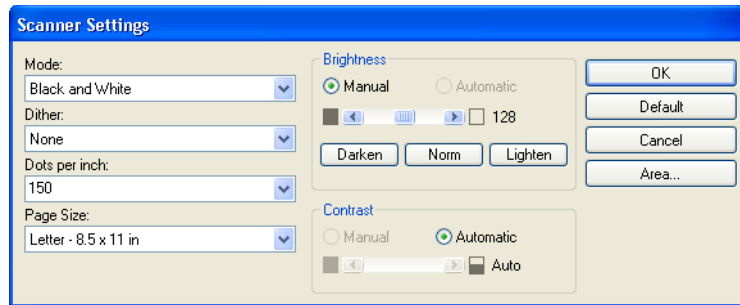
Page—Click the menu arrow and choose a page size. Your Visioneer Patriot 680 scanner can scan a page up to 8.5" x 14".

2. Click **OK**.

To adjust the Custom Document settings:

1. On the OneTouch ISIS Scan window, click the **Custom Document** button and click the **Define** button.

The dialog box for Custom Settings opens.



Mode—Click the arrow and choose a scan mode.

- **Black and White**—The scanning pixels are all the same size and are either black or white. Use this setting for letters, memos, pen and ink drawings, and other black and white material. This setting produces the smallest file size for scanned items.
- **256-Level Gray**—Scans the image using up to 256 true shades of gray. Use this setting to scan black and white photographs and other higher quality black and white images. You can also scan a color photo with this setting to turn its colors into gray shades. The file size is about one third the size of a color scan.

- **24-Bit Color**—Scans the image in full color. Use this setting to scan color photographs and other color images. The file size is the largest of the scan mode options.

Dither—Only available if the **Mode** is **Black and White**. Click the menu arrow and choose a **Halftone** option or **Diffusion** from the list.

- **Halftone**—Converts the image so it appears to consist of gray tones. Halftones produce simulated gray tones by using black and white pixels of different sizes and is often used to produce newspaper and magazine images. Use this setting for lower resolution black and white images. The halftone settings also produce small file sizes.
- **Diffusion**—Also converts the image to gray tones, but diffuses the grays to nearby pixels to give the image a grainy, film-like texture. Diffusion is useful for viewing images on a black-and-white screen. The preview image shows the effect of your Dither selection so you can see which one is best for scanning.

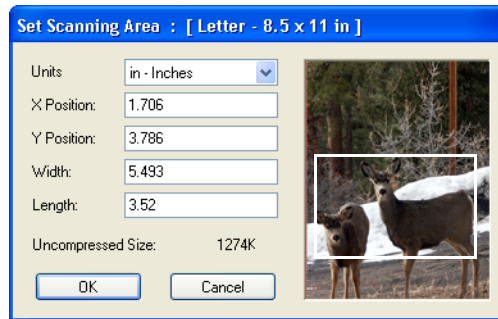
Dots per inch—Click the menu arrow and choose a resolution (dpi). Your Visioneer Patriot 680 scanner can scan at up to 600 dpi.

Page Size—Click the menu arrow and choose a page size. Your Visioneer Patriot 680 scanner can scan a page up to 8.5" x 14".

Brightness—Drag the sliders or click the arrows to the right or left to adjust the brightness in small increments. Click the buttons **Darken**, **Normal**, or **Lighten** to move the slide in larger steps.

Contrast—Drag the sliders or click the arrows to the right or left to adjust the contrast. Contrast is set automatically for Black and White scans.

- To scan only a specific area of the image, click the **Area** button. The Set Scanning Area dialog box opens.



- Click in the image and drag a rectangle around the area you want to scan.

The boxes to the left show the relative position and size of the selected area.

You can now move and resize the rectangle to adjust the specific area to scan.

- To move the rectangle, put the crosshairs cursor in it, hold down the Ctrl key and drag the mouse.

You can also type new numbers in the boxes on the left.

- To resize the rectangle, click in the Width or Length boxes and type new measurements.

To set the units of measurements, click the menu arrow for the Units box and choose the measurement units.

- To start over with a new rectangle, click on the image and drag a new rectangle.
- When the area is exactly what you want, click **OK**.

Now when you scan with the ISIS interface, only the selected area appears as an image in the Destination Application.

Maintenance

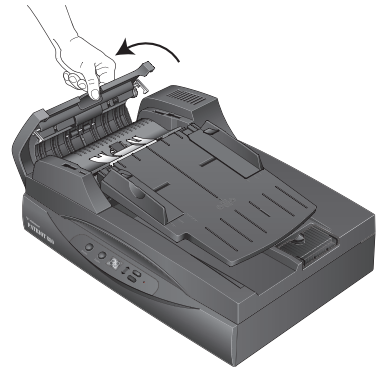
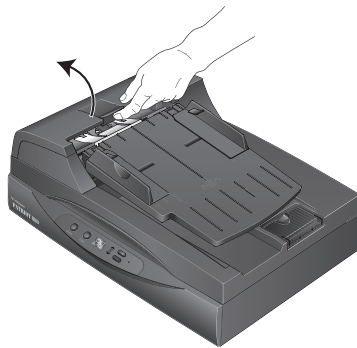
This section contains information on maintenance, troubleshooting, uninstalling, scanner specifications, and spare parts.

CLEANING THE AUTOMATIC DOCUMENT FEEDER

You may need to clean the ADF feed mechanism if your documents do not feed easily into the ADF, or several feed in at the same time.

To clean the ADF:

1. Wet a cotton swab with some isopropyl alcohol (rubbing alcohol).
2. Press the ADF cover release on the top of the scanner body to open the Automatic Document Feeder cover.



3. Wipe the feed roller from side to side. Rotate the roller to clean its entire surface.

Note: Please be careful when cleaning the roller. The roller is designed to rotate in one direction only. As you're cleaning the roller, make sure it rotates easily, and continue rotating it in that direction while wiping it clean. Do NOT force the roller to rotate in the opposite direction. Forcing the roller to rotate will damage it, and may cause the scanner to feed pages incorrectly.

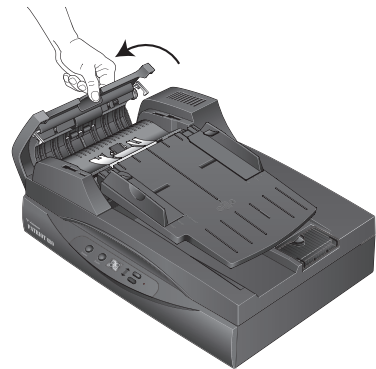
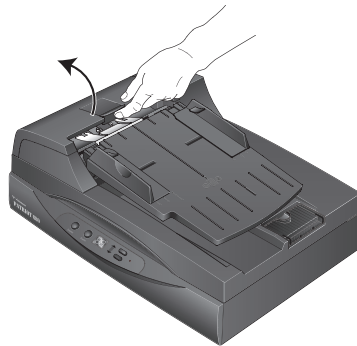
4. Wipe the pad from top to bottom. Be careful not to snag the swab on the springs on either side of the pad.
5. Close the cover when you're finished.

CLEARING PAPER JAMS

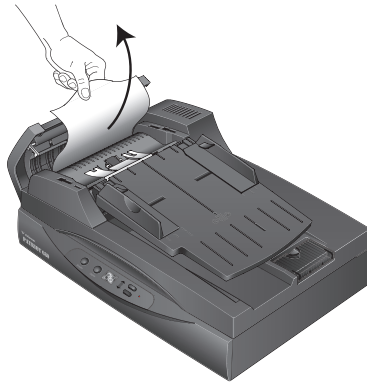
If your scanner stops scanning due to a paper jam in the Automatic Document Feeder, a warning dialog box opens after a few moments.

To clear a paper jam:

1. Press the ADF cover release on the top of the scanner body to open the Automatic Document Feeder cover.



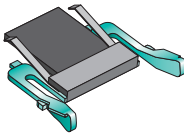
2. Remove the jammed paper and close the cover.



To reduce the number of paper jams, smooth and straighten the paper before scanning and adjust the guides to the paper size.

REPLACING THE ADF PAD ASSEMBLY

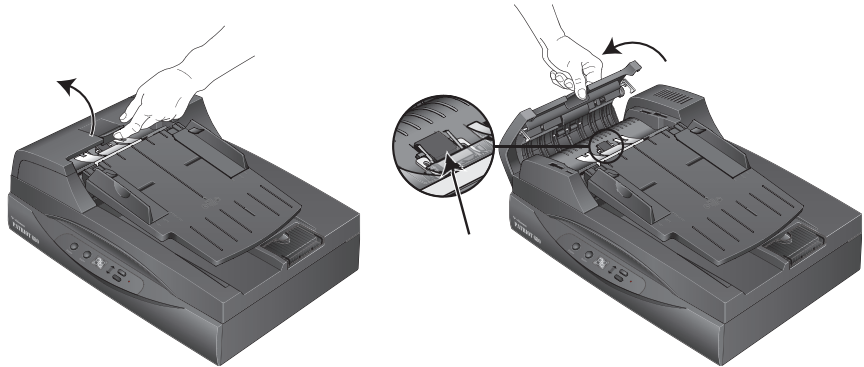
The ADF pad will wear out and is designed to be a user-replaceable part. Problems with documents feeding into the ADF is an indication that the pad is wearing thin.



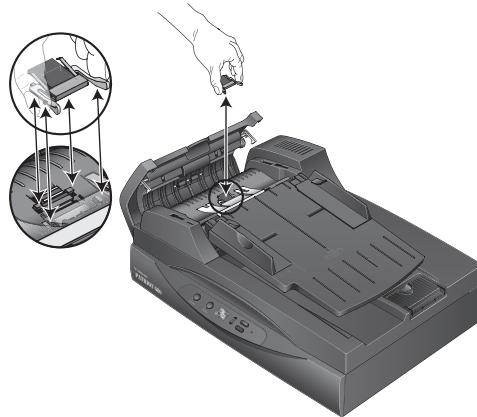
See the “Visioneer Patriot 680 Scanner Parts List” on page 146 for ordering information.

To replace the ADF Pad assembly:

1. Press the ADF cover release on the top of the scanner body to open the Automatic Document Feeder cover. The pad is located in the middle of the ADF.



2. Squeeze the plastic clamps that hold the pad assembly in place and lift the pad up and out.



3. Reverse the procedure to replace the new pad into its slots.

TROUBLESHOOTING

In addition to the troubleshooting information contained in this section, please see the Readme file on your installation CD. The Readme file contains additional information that may help you diagnose problems with the scanner.

If you try the troubleshooting procedures described in this section and in the Readme file, and the scanner still has problems, you may have a malfunctioning scanner. Refer to the technical support card that you received with your scanner. Also visit our web site at www.visioneer.com for additional technical information.

Problem: The scanner won't scan. What's wrong?

Check for one of these possible problems:

- **Are the cables loose or not plugged in securely?** Inspect the cable connections. Make sure the cables are plugged in securely.
- **Is the scanner's status light on?** Turn on the scanner's power. If the status light doesn't come on, plug the power supply into another electrical outlet.
- **Did you restart the computer after installing the software?** If you didn't restart the computer, it may not have loaded all of the software files. Try restarting your computer.
- **Did you plug the scanner into a USB hub?** If you're using a USB hub to connect the scanner, the hub must have its own power supply. If the hub does not have its own power supply, plug the scanner into a USB port on the computer.
- **Did you select another scanning source from a TWAIN application?** If you use multiple devices with your computer, you may have selected another source for images with your TWAIN scanning application. Make sure your Visioneer 680 scanner is the selected scanning device.

Problem: The installation will not complete successfully. If installation finishes, the scanner's OneTouch 4.0 options do not seem to work properly. What do I do?

A likely cause is that some driver programs are already installed on your computer for another scanner. They are interfering with the installation and OneTouch options, and you need to remove those other drivers and re-install your Visioneer Patriot 680 scanner. Please see the documentation that you received with the other scanner for the steps to remove its driver programs. You can also use the basic steps in the section "Uninstalling Your Scanner" on page 143, but in Step 3, instead of uninstalling OneTouch 4.0, uninstall the other scanner's driver programs. After uninstalling the other scanner's driver programs, uninstall OneTouch 4.0 using the steps on page 143, then reinstall it using the steps on page 9.

STATUS LIGHT TROUBLESHOOTING CODES

A green status light indicates the normal state of the scanner.

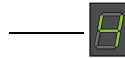
Normal Operation

- **Blinking green:** indicates the scanner is waking up from power saving and preparing to scan.
- **Steady green:** indicates the scanner is ready to scan.

Error Codes

If your scanner experiences hardware problems, the status light will blink red, and the LED flashes an “E” and the error code number.

The LED blinks back and forth between “E” and the error code number (such as 4).



The red light flashes the number of times as the error code (4 in this example).

The following table describes the error codes.

Error Code	Problem Description	Solution
4	Paper jam	Open the ADF cover and remove the jammed page. See “Clearing Paper Jams” on page 137 for details.
7	The scanner is locked when you tried to scan.	Turn off the scanner, unlock the lock by pushing the lock tab down, then turn the scanner back on. The lock is located on the side of the scanner. If the problem persists, reboot your computer.
All Other Codes	An internal part in the scanner may have malfunctioned.	Re-boot your computer. If the problem persists, contact Visioneer Technical Support.

UNINSTALLING YOUR SCANNER

To uninstall the Visioneer Patriot 680 scanner you remove the OneTouch software.

1. On the Windows taskbar, click **Start**, point to **Settings**, then click **Control Panel**.
2. Double-click the **Add or Remove Programs** icon.
The Add or Remove Programs window opens.
3. Select OneTouch 4.0 then click the **Remove** button.
4. An “Add or Remove” message box opens and asks if you are sure you want to remove OneTouch 4.0 from your computer. Click **Yes**.
The OneTouch 4.0 software is removed from your computer.
5. **Unplug the scanner USB cable.**
6. Close all open windows and reboot (restart) your computer.

TO INSTALL ANOTHER DRIVER

Before you can install another driver for your scanner, you must remove the currently installed driver first. Then the new driver can be installed.

1. Uninstall the OneTouch 4.0 driver.
 - a. Open the Windows Control Panel.
 - b. Double-click the **Add or Remove Programs** icon.
 - c. Select OneTouch 4.0 then click on the **Remove** button.
 - d. An “Add or Remove” message box opens and asks if you are sure you want to remove OneTouch 4.0 from your computer. Click **Yes**.

The OneTouch 4.0 software is removed from your computer.

2. **Unplug the scanner USB cable.**
3. Reboot (restart) your computer.
4. Follow the instructions in “Step 2: Install the Software” on page 9 of this User Guide and follow steps for installing one of the other driver options.

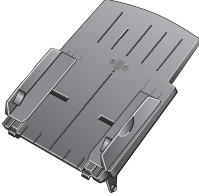
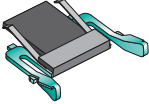



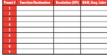
Note: The OneTouch 4.0 driver is required for the scanner's buttons to function. If you select a driver without OneTouch 4.0, the scanner buttons will not initiate scanning.

VISIONEER PATRIOT 680 SCANNER SPECIFICATIONS

Optical resolution	600 x 1200 dpi
Bit depth	48-bit color internal, 8-bit grayscale internal
Maximum item size	8.5" x 14.0"
Minimum item size	4.5" x 5.5" (Automatic Document Feeder)
Scan method	Automatic Document Feeder (ADF) and legal size flatbed
ADF specifications	
Scanning Speed	Up to 40 pages per minute. Up to 80 images per minute @ 200 dpi Black and White
Capacity	100 sheets (16 lbs paper)
Paper Thickness	16 - 28 lbs (0.002" - 0.006")
Light source	Cold cathode fluorescent lamp
Interface	USB 2.0 High-Speed
Scanner dimensions	
Height	13.6 inches (344.6 mm)
Width	16.2 inches (411.5 mm)
Length	20.9 inches (530.9 mm)
Weight	23.6 pounds (10.7 kg)
Operating temperature	50°–104° F (10°–35° C without condensation)
Relative humidity	40%–70% (@35° C without condensation)
Power adaptor	DC Jack, 24Vdc/2.0A (48W), 100-240Vac, Energy Star and RoHS compliant
Power consumption	< =40 Watts (during operation); < = 25 Watts (on standby); < = 6 Watts (power save after 15 minutes without scanning, can be adjusted by software); < = 1 Watt (power off)
Power cord	AC, US, 3P, 10A/125V, 180 cm, 3C, 18AWG, RoHS compliant
USB cable	185 cm, 28AWG, with core, RoHS compliant
Safety and agency certifications	UL, C-UL, FCC Class B

VISIONEER PATRIOT 680 SCANNER PARTS LIST

Please use the following part names and numbers when ordering replacements for your scanner.

	Part Name	Part Number
	Paper Input Tray	57-0107-000
	ADF Pad	57-0109-000
	AC Power Cord	35-0103-000
	USB Cable	35-0102-000
	Power Supply	37-0076-000
	Buttons Label	09-0631-000

INDEX**Numerics**

- 24-Bit Color 134
- 256-Level Gray 133

A

- ADF cleaning 136
- ADF pad assembly
 - replace 138
- Advanced Interface 111
 - adjust settings 114
 - new profile 123
 - profile 123
- Advanced Properties 128
 - advanced settings 68
- Archive button 99
- aspect ratio 70
- AutoRotate image 70

B

- background color 86
- Basic Interface 109
- bit depth 145
- Black&White 64, 112, 133
- blurred image 117
- BMP 53
- Brightness 65, 118, 129, 132
- Burn to CD 49, 92
 - Destination Application 94
- button options 58
- button settings 43

C

- CD-ROM drive 4
- Color 65, 112
- color
 - hue 119
 - options 119
- Color Document 44
- Color Document button 132
- color filter 68
- Comma Delimited 57

- components 2
- computer specifications 4
- Configure Before Scan 78, 130
- Contrast 65, 118, 129, 133
- csv file format 57

D

- Destination Application 26, 27, 39
 - text file format 55
- Destination Selector 28
- Device Settings 64, 69
- Diffusion 134
- Disc 1 9
- Dither 134
- Document Format 39
- Document Management 60
- documentation 4
- dots-per-inch 116
- dpi 116, 129
- Duplex 67
- duplex button 3, 26, 27, 28, 67

E

- eMail 60
- eMail Properties 51
- error codes 142
- Excel Spreadsheet 57

F

- Fax and Print 60
- file format 56
- file storage location 99
- flatbed 32
- flowing page 88
- Font Matching 84
- Format and Page(s) 44
- full feature install 12

G

- gamma 68, 119
- grayed out options 40, 132
- GrayScale 65, 112
- GrayScale Document button 132

H

Halftone 134
 help 4
 htm file format 57
 HTML Document 57
 HTML page 98
 HTML Web Page 96
 hue 68

I

image
 blur 117
 preview 113
 Image Documents Properties 48
 Image Editors 60
 image file 53
 image file format 53
 image size 120
 improvements and settings 66
 input size 120
 installation 5
 invert image 67
 inverted text 86
 ISIS 22, 79
 ISIS interface 130

J

JPG 53
 JPG file size 54

K

Kofax VRS 22

L

Lamp timeout setting 106
 Languages in Document 83
 LED number 26, 27, 67
 Link Properties 45
 locking tab 8

M

Microsoft Internet Explorer 97
 Microsoft Outlook 51
 Moire Patterns 66, 117

monitor 4

N

Normal PDF 57, 89
 nPDF 43, 54, 57, 89

O

OCR 11, 55
 columns 88
 optical character recognition 80
 storage 100
 tables 88
 OCR button 80
 OCR Dictionary 83
 OCR Options 82
 OmniPage Pro 11, 48, 57, 80
 on/off switch 18
 One Touch Button Panel 30, 33, 99
 Button View 35
 Detail View 36
 Hardware View 36
 initial settings 38
 names 37, 58
 OCR 81
 One Touch icon 30, 33, 35, 39
 One Touch ISIS Scan window 131
 One Touch Properties window 30, 39, 45
 options 59, 63
 optical character recognition 11

P

Page Format
 HTML 97
 page format options 53
 page settings 65
 page size 66
 paper jam 137
 PDF 54, 60
 PDF file size 54
 Picture type 129
 power saving 105
 Preview button 110, 126
 preview image 113
 Preview One button 131

R

Reject Character 84
 Resolution 65, 116, 129, 133
 Rich Text Format 56
 rtf file format 56
 ruler units 122

S

saturation 68, 119
 Scan Configuration 39
 Scan Info box 122
 scan single page 32
 scan with event forwarding 95
 scanner
 components 2
 connecting 16
 locking tab 8
 troubleshooting 140
 Searchable PDF 57, 89
 Select Configuration 41, 44
 Select Destination 41, 43, 59
 Select Format and Page(s) 42
 setup 5
 Show All Destinations 59
 Show Hardware 104
 Simple Text 56
 simplex button 3, 26, 27, 28, 67
 size 66
 skip blank originals 67
 sPDF 11, 43, 54, 57, 89
 spreadsheet 88
 spreadsheets
 OCR 81
 status light 18, 19, 140

troubleshooting codes 142
 Sti event forwarding 60
 Storage and CD-R/W 60
 Storage Properties 49
 system requirements 4

T

template 88
 text color 86
 Text Document button 132
 Text Documents Properties 46
 Text Editors 60
 text file format 55
 Text Formats 55
 TIFF 53
 Transfer to Storage 98
 troubleshooting 140
 true page 89
 TWAIN 79, 96
 TWAIN Interface 107
 TWAIN standard 107

U

USB port 17
 Use Flatbed 32

W

watermark, remove 68
 WIA 79, 125
 Windows Image Acquisition 125
 Word Document 56

X

xls file format 57

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